

## ORDINARY MEETING OF COUNCIL

**Notice** is hereby given of the  
Ordinary Meeting of Council to be held at  
The James Young Room, Lerderderg Library,  
215 Main Street, Bacchus Marsh on  
Wednesday 5 July 2017,  
commencing at 5:00 p.m.

### **Members:**

Cr. David Edwards (Mayor)	East Moorabool Ward
Cr. Tonia Dudzik (Deputy Mayor)	East Moorabool Ward
Cr. Paul Tatchell	Central Moorabool Ward
Cr. Jarrod Bingham	East Moorabool Ward
Cr. John Keogh	East Moorabool Ward
Cr. Tom Sullivan	West Moorabool Ward
Cr. Pat Toohey	Woodlands Ward

### **Officers:**

Mr. Rob Croxford	Chief Executive Officer
Mr. Phil Jeffrey	General Manager Infrastructure
Mr. Satwinder Sandhu	General Manager Growth and Development
Mr. Danny Colgan	General Manager Social and Organisational Development

***Rob Croxford***  
***Chief Executive Officer***

## AGENDA

<b>1.</b>	<b>OPENING OF MEETING AND PRAYER .....</b>	<b>4</b>
<b>2.</b>	<b>ACKNOWLEDGEMENT TO COUNTRY.....</b>	<b>4</b>
<b>3.</b>	<b>RECORDING OF MEETING .....</b>	<b>4</b>
<b>4.</b>	<b>PRESENT .....</b>	<b>4</b>
<b>5.</b>	<b>APOLOGIES.....</b>	<b>4</b>
<b>6.</b>	<b>CONFIRMATION OF MINUTES .....</b>	<b>4</b>
6.1	<i>Ordinary Meeting of Council – Wednesday 7 June 2017.....</i>	<i>4</i>
6.2	<i>Special Meeting of Council – Wednesday 14 June 2017.....</i>	<i>5</i>
6.3	<i>Special Meeting of Council – Wednesday 21 June 2017.....</i>	<i>5</i>
<b>7.</b>	<b>DISCLOSURE OF CONFLICT OF INTEREST .....</b>	<b>6</b>
<b>8.</b>	<b>PUBLIC QUESTION TIME.....</b>	<b>8</b>
<b>9.</b>	<b>PETITIONS .....</b>	<b>9</b>
<b>10.</b>	<b>PRESENTATIONS / DEPUTATIONS .....</b>	<b>10</b>
<b>11.</b>	<b>OFFICER'S REPORTS .....</b>	<b>11</b>
<b>11.1</b>	<b>CHIEF EXECUTIVE OFFICER.....</b>	<b>11</b>
11.1.1	<i>Adoption of the Council Plan 2017-2021 inclusive of Strategic Resource Plan.....</i>	<i>11</i>
11.1.2	<i>Consideration for the Proposal 2017/18 Annual Budget.....</i>	<i>60</i>
<b>11.2</b>	<b>GROWTH AND DEVELOPMENT .....</b>	<b>206</b>
11.2.1	<i>Planning Permit 2013-096; Amended permit for the construction of 8 sheds to house an additional 400,000 birds with caretaker's residence, office and workshop at 4050 Geelong-Bacchus Marsh Road, Parwan.....</i>	<i>206</i>
<b>11.3</b>	<b>SOCIAL AND ORGANISATIONAL DEVELOPMENT .....</b>	<b>231</b>
11.3.1	<i>Instrument of Delegation from Council to Chief Executive Officer .....</i>	<i>231</i>
11.3.2	<i>Instrument of Delegation – Council to Members of Council Staff.....</i>	<i>240</i>
11.3.3	<i>Discontinuance of a portion of Bradshaw Street, Ballan.....</i>	<i>335</i>
11.3.4	<i>Annual Local Government Community Satisfaction Survey 2017.....</i>	<i>339</i>
11.3.5	<i>Darley Civic Hub Indoor Sports Stadium Use Agreement – Acrofun Gymnastics Club.....</i>	<i>441</i>
11.3.6	<i>Bacchus Marsh Leisure Centre Gym &amp; Fitness Services .....</i>	<i>454</i>
<b>11.4</b>	<b>INFRASTRUCTURE SERVICES .....</b>	<b>460</b>
11.4.1	<i>Draft Asset Management Policy.....</i>	<i>460</i>
<b>12.</b>	<b>OTHER REPORTS .....</b>	<b>468</b>
12.1	<i>Assembly of Councillors.....</i>	<i>468</i>
<b>13.</b>	<b>NOTICES OF MOTION .....</b>	<b>474</b>
<b>14.</b>	<b>MAYOR'S REPORT.....</b>	<b>475</b>
<b>15.</b>	<b>COUNCILLORS' REPORTS.....</b>	<b>476</b>

<b>16.</b>	<b>URGENT BUSINESS.....</b>	<b>477</b>
<b>17.</b>	<b>CLOSED SESSION OF THE MEETING TO THE PUBLIC .....</b>	<b>476</b>
17.1	<i>Confidential Report .....</i>	479
17.2	<i>Confidential Report .....</i>	490
<b>18.</b>	<b>MEETING CLOSURE .....</b>	<b>491</b>

**1. OPENING OF MEETING AND PRAYER**

**Almighty God be with us as we work for the people of the Shire of Moorabool.**

**Grant us wisdom that we may care for the Shire as true stewards of your creation.**

**May we be aware of the great responsibilities placed upon us.**

**Help us to be just in all our dealings and may our work prosper for the good of all.**

**Amen**

**2. ACKNOWLEDGEMENT TO COUNTRY**

**We respectfully acknowledge the traditional owners of this land, their spirits and ancestors.**

**3. RECORDING OF MEETING**

**As well as the Council for its minute taking purposes, the following organisations have been granted permission to make an audio recording of this meeting of Council:**

- **The Moorabool News; and**
- **The Star Weekly**

**4. PRESENT**

**5. APOLOGIES**

**6. CONFIRMATION OF MINUTES**

**6.1 Ordinary Meeting of Council – Wednesday 7 June 2017**

**Recommendation:**

**That Council confirms the Minutes of the Ordinary Meeting of Council held on Wednesday 7 June 2017.**



**6.2 Special Meeting of Council – Wednesday 14 June 2017**

**Recommendation:**

**That Council confirms the Minutes of the Special Meeting of Council held on Wednesday 14 June 2017.**

**6.3 Special Meeting of Council – Wednesday 21 June 2017**

**Recommendation:**

**That Council confirms the Minutes of the Special Meeting of Council held on Wednesday 21 June 2017.**

## 7. DISCLOSURE OF CONFLICT OF INTEREST

Under the Local Government Act (1989), the classification of the type of interest giving rise to a conflict is; a direct interest; or an indirect interest (section 77A and 77B). The type of indirect interest specified under Section 78, 78A, 78B, 78C or 78D of the Local Government Act 1989 set out the requirements of a Councillor or member of a Special Committee to disclose any conflicts of interest that the Councillor or member of a Special Committee may have in a matter being or likely to be considered at a meeting of the Council or Committee.

Definitions of the class of the interest are:

- a direct interest
  - (section 77A, 77B)
- an indirect interest (see below)
  - indirect interest by close association (section 78)
  - indirect financial interest (section 78A)
  - indirect interest because of conflicting duty (section 78B)
  - indirect interest because of receipt of gift(s) (section 78C)
  - indirect interest through civil proceedings (section 78D)
  - indirect interest because of impact on residential amenity (section 78E)

### **Time for Disclosure of Conflicts of Interest**

In addition to the Council protocol relating to disclosure at the beginning of the meeting, section 79 of the Local Government Act 1989 (the Act) requires a Councillor to disclose the details, classification and the nature of the conflict of interest immediately at the beginning of the meeting and/or before consideration or discussion of the Item.

Section 79(6) of the Act states:

While the matter is being considered or any vote is taken in relation to the matter, the Councillor or member of a special committee must:

- (a) leave the room and notify the Mayor or the Chairperson of the special committee that he or she is doing so; and
- (b) remain outside the room and any gallery or other area in view of hearing of the room.

The Councillor is to be notified by the Mayor or Chairperson of the special committee that he or she may return to the room after consideration of the matter and all votes on the matter.

There are important reasons for requiring this disclosure immediately before the relevant matter is considered.

- Firstly, members of the public might only be in attendance for part of a meeting and should be able to see that all matters are considered in an appropriately transparent manner.
- Secondly, if conflicts of interest are not disclosed immediately before an item there is a risk that a Councillor who arrives late to a meeting may fail to disclose their conflict of interest and be in breach of the Act.

## 8. PUBLIC QUESTION TIME

The aim of Public Question Time is to provide an opportunity for the public to ask general questions at Council Meetings requiring routine responses. Public Question Time is conducted in accordance with Section 6.9 of the Council's *Meeting Procedure Local Law No. 9*.

Questions must be in writing on the form provided by the Council and submitted by 5.00pm on the day before the meeting. Members of the public can contact a Councillor and raise a question which the Councillor will submit on their behalf.

A question will only be read to the meeting if the Chairperson or other person authorised for this purpose by the Chairperson has determined that:

- i) the person directing the question is present in the gallery;
- ii) the question does not relate to a matter of the type described in section 89(2) of the Act (for confidential matters);
- iii) the question does not relate to a matter in respect of which Council has no power to act;
- iv) the question is not defamatory, indecent, abusive or objectionable in language or substance;
- v) the question is not a repetition of a question already asked or answered (whether at the same or an earlier meeting); and
- vi) the question is not asked to embarrass a Councillor, member of Council staff or member of the public.

A Councillor or Council officer may:

- i) immediately answer the question asked; or
- ii) elect to have the question taken on notice until the next Ordinary meeting of Council; at which time the question must be answered and incorporated in the Agenda of the meeting under Public Question Time; or
- iii) elect to submit a written answer to the person asking the question within 10 working days.

Responses to public questions answered at the meeting, will be general in nature, provided in good faith and should not exceed two minutes. These responses will be summarised in the minutes of the meeting.

Public Question Time does not substitute for other forms of communication with or other formal business procedures of the Council.

**9. PETITIONS**

**No petitions have been made to Council for consideration as part of this Agenda.**

**10. PRESENTATIONS / DEPUTATIONS**

The Council has made provision in the business of the Ordinary Meetings of the Council for the making of presentations or deputations to Council in relation to matters presented on the agenda for Council consideration.

Presentations or deputations are required to be conducted in accordance with the requirements contained within the **Presentation/Deputations Protocols and Procedural Guidelines**.

Persons wishing to make a presentation or deputation to Council on a matter included in the agenda shall inform Council prior to the meeting by contacting the Chief Executive Officer's office and registering their name and agenda item being spoken to.

At the meeting the Mayor will invite the persons wishing to make a presentation or delegation to address the Council on the agenda item.

The person making the presentation or deputation is to stand and address Council on the item. No debate on the item is permitted between the person making the presentation or delegation and the Council.

A maximum of three minutes per presentation or delegation will be allocated. An extension of time may be granted at the discretion of the Mayor.

Councillors, through the Mayor, may ask the person making the presentation or delegation for clarification of matters presented.

The Mayor may direct that a member of the gallery ceases speaking if the above procedure is not followed.

**List of Persons making Presentations/Deputations other than in relation to a planning item listed on the agenda:**

Item No	Description	Name	Position
-	-	-	-

**List of Persons making Presentations/Deputations to a planning item listed on the agenda:**

Individuals seeking to make a presentation to the Council on a planning item listed on the agenda for consideration at the meeting will be heard by the Council immediately preceding consideration of the Council Officer's report on the planning item.

Item No	Description	Name	Applicant/ Objector
-	-	-	-

## 11. OFFICER'S REPORTS

### 11.1 CHIEF EXECUTIVE OFFICER

#### 11.1.1 Adoption of the Council Plan 2017-2021 inclusive of Strategic Resource Plan

##### Introduction

File No.: 02/02/002  
Author: John Whitfield  
Chief Executive Officer: Rob Croxford

The following report is presented to Council for consideration to adopt the Council Plan 2017-2021 inclusive of the Strategic Resource Plan.

##### Background

Part 6, Section 125 (1) of the Local Government Act 1989 (the Act) says that a Council must prepare and adopt a Council Plan within the period of 6 months after each general election or by the next 30 June, whichever is the later. This year the Department of Environment, Land, Water and Planning using its powers under Section 125(4) of the Act have extended that deadline to 31 August 2017.

On Wednesday 3 May 2017, Council resolved to place the proposed Council Plan 2017-2021 inclusive of the Strategic Resource Plan, on public exhibition, seeking submissions in accordance with Section 223 of the *Local Government Act* 1989.

Notices to advertise the public exhibition period were placed with the regional newspaper, the Ballarat Courier, the local newspaper on Council's weekly page in the Moorabool News and via Council's *Have Your Say* online community engagement forum.

A Special Meeting of Council was held on Wednesday 21 June 2017 for Council to consider submissions to the draft plan. One submission was received and Council resolved that having considered the public submission, the adoption of the Council Plan 2017-2021, including any amendments required, is referred to the Ordinary Meeting of Council to be held Wednesday 5 July 2017.

##### Proposal

Submissions to the 2017/18 Annual Budget were also considered at the Special Meeting of Council held on Wednesday 21 June 2017.

Further, Council is to consider the adoption of the Annual Budget in Agenda item 11.1.2. Any changes to the budget as resolved by the Council at this meeting will be incorporated into the Strategic Resource Plan section of the adopted Council Plan.

In reviewing the Draft Council Plan 2017-2021 during the public consultation period a few amendments to the Plan have been identified. These are as follows and these have already been incorporated into the Council Plan 2017-2021 attached to this report:

Page	Item	Amendment	Reason
23	<b>Strategic Objective 4:</b> Improving Social Outcomes <b>Context 4A:</b> Health & Wellbeing <b>Action 6</b> – Youth Strategy	Remove the Action <i>“Investigate the provision of an interim youth space at the Darley Civic Precinct”</i> .	This matter has already been investigated and completed
23	<b>Strategic Objective 4:</b> Improving Social Outcomes <b>Context 4A:</b> Health & Wellbeing <b>Action 6</b> – Youth Strategy	Adjust timeframe for <i>“Support a Moorabool “Learning Matters” initiative place based collaborative initiative focussed on improving engagement and retention in education in the Bacchus Marsh area”</i> from 2018-2021 to 2018-2019	Correction of timeframe.
23	<b>Strategic Objective 4:</b> Improving Social Outcomes <b>Context 4A:</b> Health & Wellbeing <b>Action 7</b> – Library Strategic Plan	Adjust timeframe for <i>“undertaking a feasibility study to inform the future provision of library services in Ballan”</i> from 2018-2019 to 2017-2018	Correction of timeframe.
23	<b>Strategic Objective 4:</b> Improving Social Outcomes <b>Context 4A:</b> Health & Wellbeing <b>Action 7</b> – Library Strategic Plan	Transfer the Action <i>“Conduct a trial period of extended opening hours for the Lerderderg Library”</i> to a new Action 8	To be placed as a separate action from the Library Strategic Plan – better presentation



The amendments to the Plan in the table below are recommended for adoption by the Council. The reasons for each amendment are set out in the table. These changes have NOT been made to the Plan attached to this report.

Page	Item	Amendment	Reason
23	<b>Strategic Objective 4:</b> Improving Social Outcomes <b>Context 4A:</b> Health and Wellbeing <b>Action 6</b> - Youth Strategy	Adjust timeframe for the Action: <i>“Undertake a Master Plan including concept and cost plan for Rotary Park, including the Andy Arnold Facility”</i> from 2017-2021 to 2018-2019	Adjustment of timeframe – there is no budget for the project in the draft 2017-2018 budget
23	<b>Strategic Objective 4:</b> Improving Social Outcomes <b>Context 4A:</b> Health and Wellbeing <b>Action 6</b> - Youth Strategy	Adjust timeframe for the Action: <i>“Prepare a cost plan and costing for Youth Space/s at the Andy Arnold Centre/Rotary Park precinct”</i> from 2018-2019 to 2019-2020	Adjustment of timeframe based on adjusting the timeframe for the item above. The Council has allocated space at the Darley Civic and Community Hub for use as an interim youth space.
23	<b>Strategic Objective 4:</b> Improving Social Outcomes <b>Context 4A:</b> Health & Wellbeing <b>Action 7</b> – Library Strategic Plan	Change Action to read: <i>“Revise and adopt the Library Strategic Plan inclusive of undertaking a feasibility study to inform the future provision of library services in Ballan”</i>	Better wording to describe the Action.
24	<b>Strategic Objective 4:</b> Improving Social Outcomes <b>Context 4B:</b> Community Connectedness and Capacity <b>Action 1</b> - Community Development and Volunteer Strategies	Adjust timeframe for Action: <i>“Develop and deliver a community group capacity building and sustainability program”</i> from 2017-2018 to 2018-2019.	Adjustment of timeframe - there is no budget for the project in the draft 2017-2018 budget

With the incorporation of the adopted Strategic Resource Plan and having completed all statutory requirements, it is now recommended that Council adopts the Council Plan 2017-2021 and gives public notice as required under the Local Government Act 1989 that the Council Plan 2017-2021 has been adopted.

### **Policy Implications**

The Council Plan 2017-2021 provides as follows:

**Strategic Objective 1:** Providing Good Governance and Leadership

**Context 1C:** Our Business & Systems

**Action:** Legislative and Regulatory

The proposal to adopt the proposed Council Plan 2017-2021 is consistent with the Council Plan 2017-2021.

### **Financial Implications**

In accordance with Section 126 of the Local Government Act 1989, Council has prepared the Strategic Resource Plan that details the resources required to achieve the objectives and strategies outlined in the Council Plan 2017-2021.

The Strategic Resource Plan includes the following information in respect of the next four year period that concludes 30 June 2021.

- the standard statements describing the required financial resources in the form and containing the information required by the regulations as amended by the adoption of the 2017/18 Annual Budget; and
- statements describing the required non-financial resources, including human resources, in the form and containing the information required by the regulations.

The figures as presented in the Strategic Resource Plan section of the Council Plan 2017-2021 attached to this report are the budget figures as approved by Council for community consultation at its meeting on 3 May 2017. The figures will be amended to reflect any budget changes resolved by the Council in the Adoption of the 2017/18 Annual Budget report presented immediately after this report in the Agenda.

## Communications Strategy

In accordance with the *Local Government Act* 1989 the Council Plan 2017-2021 will progress through the final adoption process.

<b>Timetable for the Adoption of the Council Plan 2017-2021 inclusive of the Strategic Resource Plan</b>	
Formally adopt the Council Plan 2017-2021 and Strategic Resource Plan	Wednesday, 5 July
Public Notice of Adoption of Council Plan and Strategic Resource Plan	Saturday 8 July
Submit Council Plan 2017-2021 and Strategic Resource Plan to Minister for Local Government by:	Monday 31 July

## Victorian Charter of Human Rights and Responsibilities Act 2006

In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.

## Officer's Declaration of Conflict of Interests

Under section 80C of the *Local Government Act* 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

### *Chief Executive Officer – Rob Croxford*

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

### *Author – John Whitfield*

In providing this advice to Council as the Author, I have no interests to disclose in this report.

## Conclusion

Having completed all statutory requirements in accordance with Part 6 Section 125 and Section 223 of the *Local Government Act* 1989, the Council Plan 2017-2021 inclusive of the Strategic Resource Plan, as amended at this meeting, is now presented to Council for adoption and for its placement on public notice as required under the *Act*.

**Recommendation:**

That Council, having advertised the proposed Council Plan 2017-2021 inclusive of the Strategic Resource Plan, resolves to:

- adopt the Council Plan 2017-2021 inclusive of the Strategic Resource Plan ensuring it is in accordance with the adopted 2017/18 Annual Budget and also inclusive of the following amendments:

Page	Item	Amendment
23	Strategic Objective 4: Improving Social Outcomes Context 4A: Health & Wellbeing Action 6 – Youth Strategy	Remove the Action <i>“Investigate the provision of an interim youth space at the Darley Civic Precinct”</i> .
23	Strategic Objective 4: Improving Social Outcomes Context 4A: Health & Wellbeing Action 6 – Youth Strategy	Adjust timeframe for <i>“Support a Moorabool “Learning Matters” initiative place based collaborative initiative focussed on improving engagement and retention in education in the Bacchus Marsh area”</i> from 2018-2021 to 2018-2019
23	Strategic Objective 4: Improving Social Outcomes Context 4A: Health & Wellbeing Action 7 – Library Strategic Plan	Adjust timeframe for <i>“Support a Moorabool in “undertaking a feasibility study to inform the future provision of library services in Ballan”</i> from 2018-2019 to 2017-2018
23	Strategic Objective 4: Improving Social Outcomes Context 4A: Health & Wellbeing Action 7 – Library Strategic Plan	Transfer the Action <i>“Conduct a trial period of extended opening hours for the Lerderderg Library”</i> to a new Action 8
23	Strategic Objective 4: Improving Social Outcomes Context 4A: Health and Wellbeing Action 6 - Youth Strategy	Adjust timeframe for the Action: <i>“Undertake a Master Plan including concept and cost plan for Rotary Park, including the Andy Arnold Facility”</i> from 2017-2021 to 2018-2019
23	Strategic Objective 4: Improving Social Outcomes Context 4A: Health and Wellbeing Action 6 - Youth Strategy	Adjust timeframe for the Action: <i>“Prepare a cost plan and costing for Youth Space/s at the Andy Arnold Centre/Rotary Park precinct”</i> from 2018-2019 to 2019-2020

23	<b>Strategic Objective 4: Improving Social Outcomes Context 4A: Health &amp; Wellbeing Action 7 - Library Strategic Plan</b>	<b>Change Action to read: “Revise and adopt the Library Strategic Plan inclusive of undertaking a feasibility study to inform the future provision of library services in Ballan”</b>
24	<b>Strategic Objective 4: Improving Social Outcomes Context 4B: Community Connectedness and Capacity Action 1 - Community Development and Volunteer Strategies</b>	<b>Adjust timeframe for Action: “Develop and deliver a community group capacity building and sustainability program” from 2017-2018 to 2018-2019.</b>

2. notify and place on public notice its decision to adopt the Council Plan 2017-2021 inclusive of the Strategic Resource Plan in accordance with Section 125 of the Act.
3. submit a copy of the Council Plan 2017-2021 inclusive of the Strategic Resource Plan to the Minister for Local Government in accordance with Section 125 of the Act.

---

#### Report Authorisation

Authorised by: 

**Name:** Rob Croxford  
**Title:** Chief Executive Officer  
**Date:** Tuesday 13 June 2017

# Attachment - Item 11.1.1





MOORABOOL 2017-2021  
**MOORABOOL SHIRE  
COUNCIL PLAN**



# Moorabool Vision 2021

VIBRANT AND RESILIENT COMMUNITIES  
WITH UNIQUE IDENTITIES



## INTRODUCTION

### Our Shire

Moorabool Shire is a fast-growing peri-urban municipality nestled between Melbourne, Geelong and Ballarat. It offers residents picturesque surrounds with the vibrancy of an active, growing community.

The Shire's landscape provides an array of living options. Residents can enjoy an urban lifestyle in towns like Bacchus Marsh (45km west of the Melbourne CBD) and Ballan (70km west of the Melbourne CBD) or take advantage of Moorabool's small towns and hamlets, rural open spaces and natural surrounds.

A stunning Shire spanning more than 2,110 square kilometres, Moorabool is made up of 64 localities, hamlets and towns. More than 74% of the Shire comprises of water catchments, state forests and national parks. Moorabool boasts breathtaking landscapes, national parks, forests, gorges, mineral springs and tourism attractions.

Some of its key attractions include the Wombat State Forest, Brisbane Ranges National Park, Lerderderg State Park, Werribee Gorge State Park and the Bacchus Marsh Avenue of Honour.

Moorabool Shire is positioned along the major road and rail transport corridors between Melbourne and Adelaide.

Moorabool's eastern boundary is located just 40km west of Melbourne's CBD and extends westwards to the City of Ballarat municipal boundary. The Shire straddles Victoria's Western Highway and has excellent transport access to Melbourne, Ballarat and Geelong. Bacchus Marsh is equi-distant to Melbourne and Avalon airports and close to the sea ports of Geelong and Melbourne.

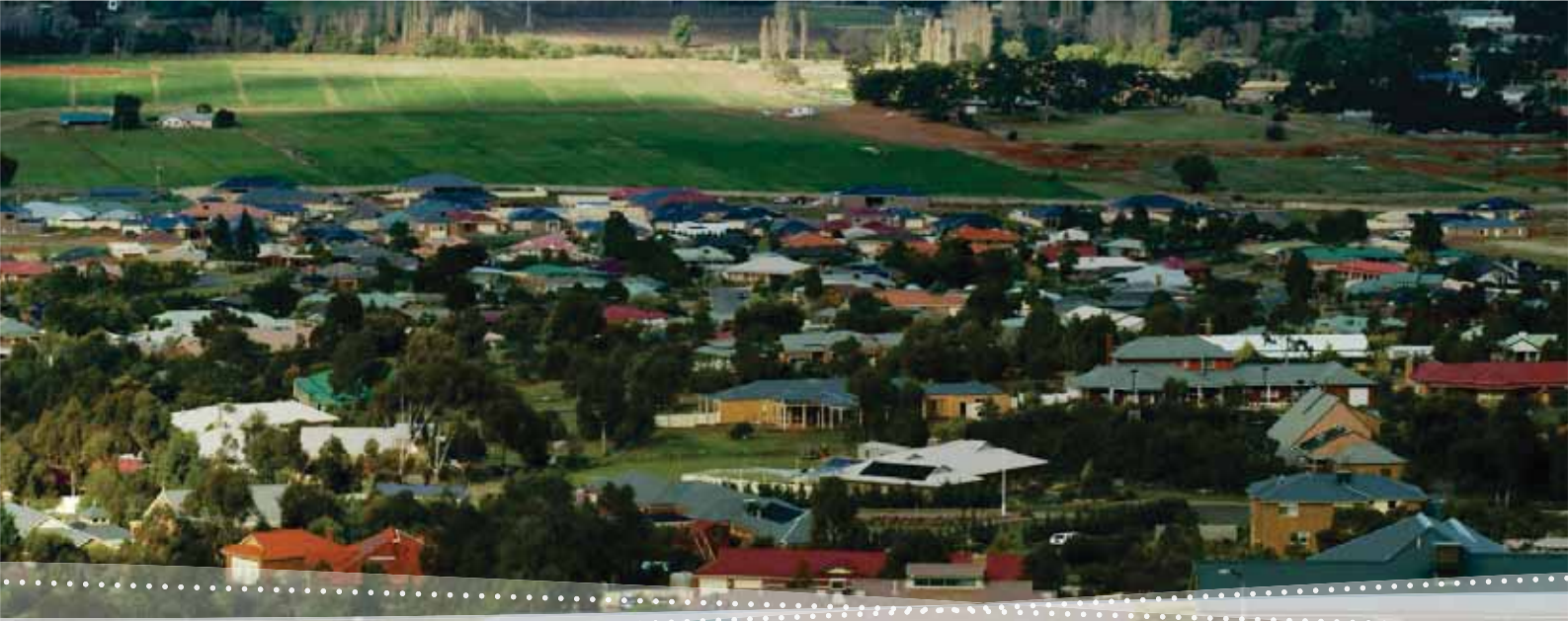
### Our History

The district was settled by Europeans from the 1830s and the character of our towns and surrounding areas reflect this era. Gold was discovered in the region and a timber industry quickly developed. The availability of water attracted many people and resulted in pastoral and agricultural development led by pioneers such as Sir William Henry Bacchus, who in 1836 settled on the fertile soil of what is now the township of Bacchus Marsh.

### Our Traditional Owners

We acknowledge the Indigenous history of Moorabool Shire. The land was traditionally occupied by, and connected to, a number of Aboriginal communities, most notably the Wathaurung Tribe in the south and west, the Djadja Wurrung Tribe in the northern ranges and the Wurundjeri Tribe in the east. In February 2015, the Council formally adopted a Statement of Commitment to Indigenous People.





## OUR CHALLENGE

---

Moorabool Shire is growing ... fast.

Moorabool Shire has faster population growth than the national and Victorian average, and last year Moorabool's population grew by 2%. Bacchus Marsh's population grew by 3%.

Part of the Peri-Urban Group of Rural Councils, Moorabool Shire faces the significant financial challenge in funding the growth from its rates base.

For instance, Moorabool is responsible for maintaining and building a road network that stretches the equivalent distance from Melbourne to Newcastle. However Moorabool has less than one third of the rates revenue that regional city Councils can access to fund its road construction and maintenance requirements.

The financial challenge will be exacerbated in Peri-Urban Shires like Moorabool, as the burden of service provision will fall disproportionately on them in the future.

To 2031, the peri-urban region is forecast to grow by an average of 44.7%. In comparison the better funded regional councils, with larger revenue streams, will experience growth of 33.25%.

The Shire's unprecedented and sustained growth presents significant infrastructure challenges for both existing gap funding and new infrastructure to cater to the growing population's needs and expectations.

### Our Population

Moorabool Shire is a popular tree change destination, growing as fast as any other local government area in inland regional Victoria. The population of the Shire is estimated to increase by 72% between 2015 and 2041 to 54,418.

More than half the population lives in Bacchus Marsh and surrounds (18,247) (2015). The Shire's second largest population can be found in and around Ballan (2,985).

The remaining population is distributed throughout the large number of small towns, hamlets and farming areas within the Shire. The majority of people who relocate to Moorabool Shire are young families seeking a semi-rural lifestyle. Moorabool's demographic reflects this trend.



# GROWING OUR ECONOMY

## BUSINESS PROFILE

Traditional economic drivers such as agriculture, timber, wool and beef production and mineral, stone and water extraction remain extremely important to Moorabool's economy.

Residential growth, construction, retail and service industries, light manufacturing and tourism are emerging factors of growth and how potential development locations like Parwan and Ballan will attract investment and cater for job growth.

An analysis of the jobs held by the resident population in Moorabool Shire in 2011 showed the top ranking industry sectors were:

- Construction (1,639 people or 12.3%)
- Health care and social assistance (1,397 people or 10.5%)
- Retail (1,307 people or 9.8%)
- Manufacturing (1,248 people or 9.4%)
- Education and training (1,115 people or 8.4%)
- Transport, postal and warehousing (1,018 people or 7.6%)
- Public administration and safety (935 people or 7.0%)
- Accommodation and food services (682 people or 5.1%)
- Professional, scientific and technical services (674 people or 5.1%)
- Agriculture, forestry and fishing (580 people or 4.4%)

More industry and commercial development is required to meet the rising populations' employment needs.

To meet this need, Council has developed a plan for economic development over the next 10 years and investigated the future demand and supply for industrial land and how potential development locations like Parwan and Ballan will attract investment and cater for job growth.

Moorabool Shire is well positioned to capture new business opportunities from the digital economy with the early rollout of the National Broadband Network which delivers faster, more reliable broadband speeds than that available in most metropolitan areas.

## OPEN FOR BUSINESS

Council will be proactive in facilitating investment and development opportunities. A key mechanism to drive investment and development will be through the establishment of a high level economic development taskforce.

Economic development has a pivotal role in connecting local people to jobs, identifying infrastructure priorities to leverage future investment (such as in Parwan), branding the experiences for visitors in accessing Shire attractions and partnering with local business interests to foster growth.

Significant opportunities exist for economic growth in education, health care and service industries along with tourism into the future. More local jobs to increase local economic resilience and opportunities will be pursued.



## OUR REGIONAL CONNECTIONS

### OUR TRANSPORT CONNECTIONS

Moorabool Shire is well connected to Melbourne, Geelong and Ballarat, with easy access to major highways. Improvements to the Western Highway, the main arterial road between Melbourne and Adelaide, including the Deer Park Bypass and realignment of Anthony's Cutting, makes Moorabool increasingly accessible to Melbourne by road.

In 2017 the Council, with assistance of grant and developer contributions, completed the Halletts Way/O'Leary Way western bypass of Bacchus Marsh.

The establishment of a heavy vehicle bypass east of Bacchus Marsh, in particular an alternative heavy vehicle north-south route, would dramatically increase the amenity of the town.

The regular train link between Ballarat and Melbourne services Moorabool residents with scheduled stops at Ballan and Bacchus Marsh. In 2016 the State Government announced a \$513M investment in the Ballarat rail line, which will see an investment in facilities and passing loops in Moorabool. Further

investment in stages 2 and 3 is needed to increase timetabling for our residents.

Public Transport Victoria recently announced an expansion to bus services and bus shelters in Bacchus Marsh, adding increased frequency, new routes and improved co-ordination and amenity with the train network. Furthermore, both stations are included as part of the metropolitan public transport ticketing system, providing public transport access to metropolitan Melbourne.

Access to public transport still proves quite difficult for many of Moorabool's smaller communities, isolating them from major services. Council has implemented Transport Connections projects to provide practical solutions that relieve transport issues in many of Moorabool's smaller communities.

The trial V/Line bus service which serves the communities between Daylesford and Ballan, and Mt Egerton and Gordon to Ballan has been extended to at least the end of 2018.

### MOORABOOL IN A REGIONAL CONTEXT

Moorabool Shire Council borders the local government areas of Hepburn Shire, Melton City Council, Macedon Ranges Shire, Golden Plains Shire, City of Wyndham, City of Greater Geelong and City of Ballarat.

Council works strategically with local, State and Federal governments in regional planning processes and projects through membership of bodies like the Central Highlands Mayors and CEOs Forum and the Peri-Urban Group of Councils.

In 2016 the Minister approved a closer working relationship between the Victorian Planning Authority (VPA) and Council to develop a framework plan for Bacchus Marsh. This is in addition to the significant strategic work that Council has completed for the development of its small towns across the Shire.

The Peri-Urban Group of Rural Councils aims to promote a comprehensive vision for the Peri-Urban region focussed on the Melbourne metropolitan fringe.





## OUR 2041 JOURNEY

---

Identified as a growth area in the Plan Melbourne and Central Highlands Regional Growth Strategy, and working in partnership with the Victorian Planning Authority (VPA), it is vital that Moorabool adopts a whole-of-Shire long term approach to planning.

Council is planning for the long term direction of our communities and has commenced Moorabool 2041, which is a framework aimed at documenting the opportunities, pressures and challenges facing Moorabool, and which sets the vision for the type of community and places Moorabool Shire will be in 2041.

This will lead to a long term vision to guide the development of Moorabool to retain its character and the places we love to ensure change provides appropriate services and opportunities for our residents.

M2041 will be a high order document developed following detailed supporting work and will provide a more holistic framework focussed on key strategic issues that prioritise land use planning activities, service planning and delivery and community engagement.

Much of the foundation work that supports our journey to 2041 has been completed or is well underway. As mentioned, the Victorian Planning Authority is working in partnership with Council to complete the strategic work and produce specific framework plans for both our urban and more rural communities.



## OUR CONSULTATION WITH OUR COMMUNITIES

---

Over the past two years the Council has undertaken unprecedented levels of consultation with many and diverse communities. Examples include:

- Essential Services Commission Rate Variation Application
- Small Towns and Settlement Strategy
- Ballan Structure Plan
- Gordon Infrastructure Study
- Bacchus Marsh Urban Growth Framework Plan
- Bacchus Marsh Integrated Transport Strategy
- Major strategies including Economic Development, Retail, Industrial and Parwan Precinct
- Multiple Planning Scheme Amendments
- Recreation and Leisure Strategy
- Age Well Live Well Plan & Access and Inclusion Plan
- Municipal Early Years Strategy
- Community Development Strategy

The feedback from the strategic work above and the action plans contained in the work has now been synthesised into this four year plan.

The draft Council Plan 2017 - 2021 will now be made available for further community input to check that we have captured the feedback to date.

Each year through our Annual Report process we will be providing an update on progress and recognise that the community will hold us accountable for outcomes set out in this plan.



# COUNCIL PLAN 2017 – 2021

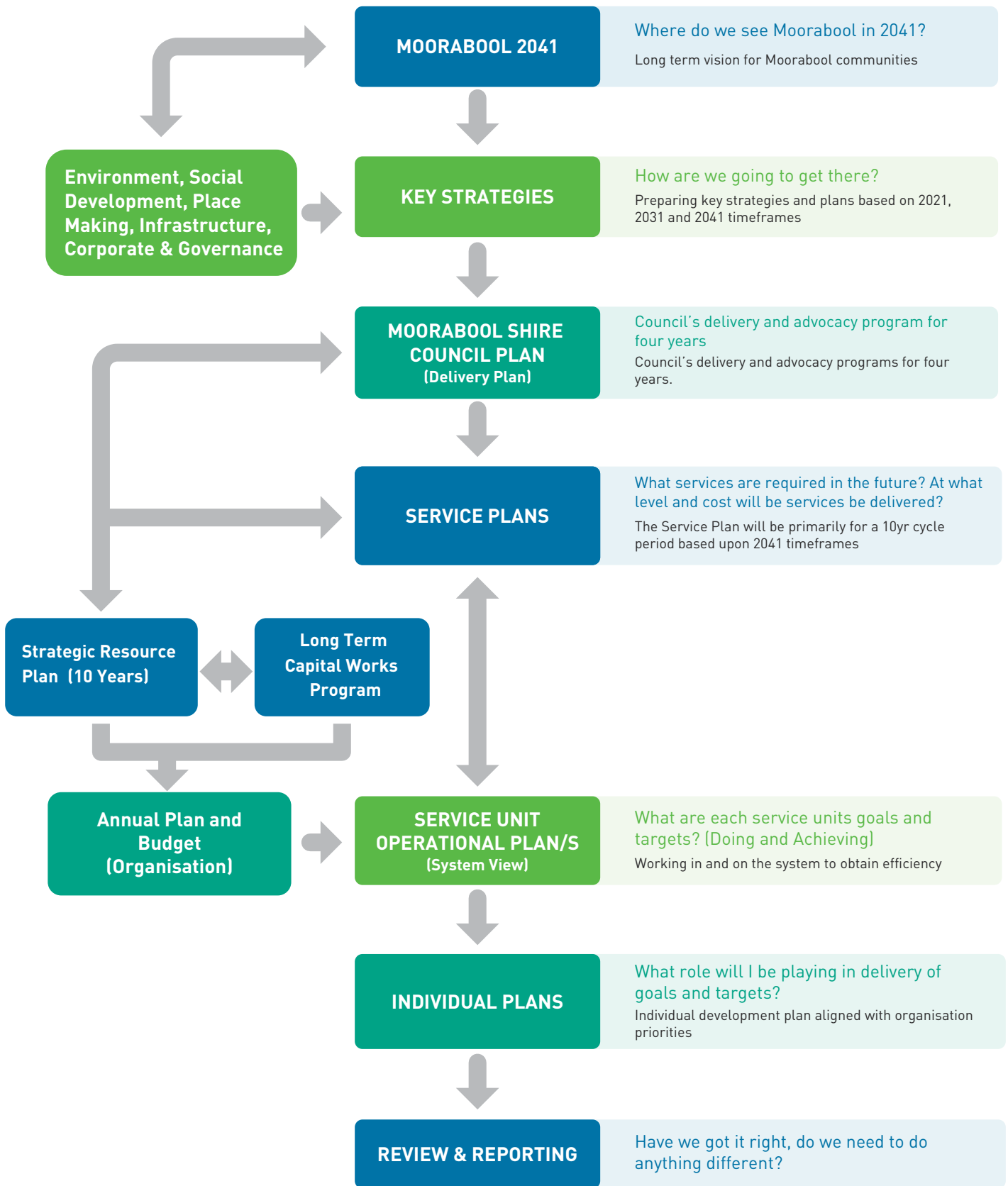
---

The Council Plan sits within the Council’s planning framework **(p.9)** and identifies the main priorities and expectations for the next four years. The Council Plan has taken into account where the Shire is currently situated in relation to the 2041 journey and what needs to be undertaken in the coming four-year period to remain on track.

Along with the adoption of the Council Plan, the Council must also adopt a resourcing strategy, service plans and operational plans to guide and support implementation.



# INTEGRATED PLANNING & DELIVERY FRAMEWORK (IPDF)





# STRATEGIC FRAMING

---



## Our Vision

Vibrant and resilient communities with unique identities

## Our Purpose

1. The Moorabool Shire Council exists to co-design local solutions that enable the Moorabool communities to prosper now and into the future. We do this by:
  - » Providing good governance and leadership
  - » Minimising environmental impact
  - » Stimulating economic development
  - » Improving social outcomes
2. The Council exists to be in service to the communities of the Moorabool Shire.
3. The Council is accountable to the community and has legislative responsibilities

## Strategic Framework

The strategic framework can be shown diagrammatically in greater detail as follows.

1 Providing Good Governance and Leadership		
1A Our Assets and Infrastructure		
1B Our People		
1C Our Business and Systems		
2 Minimising Environmental Impact	3 Stimulating Economic Development	4 Improving Social Outcomes
2A Built Environment	3A Land Use Planning	4A Health & Wellbeing
2B Natural Environment	3B Investment & Employment	4B Community Connectedness and Capacity

## Our Values

By living these values Council is able to build strong relationships internally, with the community and with partners.

### INTEGRITY

I say what I mean and always do what's right.

### CREATIVITY

I consider situations from multiple angles and perspectives.

### ACCOUNTABILITY

I have courage to make decisions and take ownership for their outcomes.

### RESPECT

I seek to understand and treat people how I would like to be treated.

### EXCELLENCE

I take calculated risks to seek out better ways of doing things.

*These values translate to the acronym I CARE.*

**I CARE / WE CARE** will form the basis of community and organisational communications and branding for the period of this plan.

# STRATEGIC OBJECTIVE 1: PROVIDING GOOD GOVERNANCE AND LEADERSHIP

## CONTEXT 1A: OUR ASSETS AND INFRASTRUCTURE

**Definition** Our assets and infrastructure enable us to deliver services to our communities. In order to deliver these services we must maintain and invest in our infrastructure to ensure that it is fit for purpose.

**Challenges** Poor community infrastructure and plans for each asset class results in:

- » The incorrect level of investment in maintaining, renewing, upgrading and providing new assets
- » Low facility utilisation rates
- » Facilities that are not readily accessible

**Benefits**

- » Asset renewal gap is reduced
- » Assets are fit for the purpose they were intended for
- » Increased community satisfaction with infrastructure
- » Infrastructure keeping up with population growth
- » Infrastructure aligned to community needs

**Actions**

1	Asset Management	
	- Undertake a road management plan review	2017-2018
	- Review Asset policy and strategy including Capitalisation and Revaluation policy	2017-2018
2	Review Asset Management Plans for:	
	- Transport	2020-2021
	- Buildings	2018-2019
	- Water	2018-2019
	- Open Space	2018-2019
3	Produce State of the Assets reports	2018-2019
4	Produce 10 Year Capital Improvement Programs	2017-2021
5	Deliver Annual Capital Improvement Programs	2017-2021
6	Develop and implement a Fleet and Plant Strategy	2018-2019
7	Finalise the Community Infrastructure Framework	2018-2019
8	Develop a framework for asset handover	2018-2019
9	Develop Infrastructure Policy for:	2017-2021
	- Traffic calming	
	- Nature strips	
	- Unmade Road Reserves (Paper Roads)	
	- Bores/Standpipes	
	- Graffiti	

**Resources (Financial, ICT, Workforce)** Existing resources

# STRATEGIC OBJECTIVE 1: PROVIDING GOOD GOVERNANCE AND LEADERSHIP

## CONTEXT 1B: OUR PEOPLE

---

### Definition

Our people are our Councillors, staff, contractors and volunteers and are key to the planning and delivery of valued services to our communities and to the organisation. We will provide a workplace that is:

- » Supportive
- » Safe
- » Highly regarded
- » Innovative
- » Striving for excellence

We will ensure that governance systems are:

- » Robust
- » Transparent
- » Efficient
- » Democratic
- » Participatory
- » Responsive
- » Equitable and inclusive

---

### Challenges

- » Poor strategic directions.
- » Poor decision making and outcomes for the community.
- » A lack of accountability to the community.

---

### Benefits

- » Resourced and trained Councillors
  - » Employer of choice
  - » Improve recruitment and retention levels of skilled and capable staff
  - » Increased staff engagement, capacity and productivity
  - » Improved staff and community satisfaction
  - » Improved employment conditions
  - » Safe workplace environment
  - » Improved decision making frameworks
  - » Reduced risk
-

Actions		
1	Councillor Development - Councillors will be offered an induction and ongoing professional development programs	2017-2021
2	Organisational Development (consistent with Business Excellence) - Prepare an organisational development strategy inclusive of: <ul style="list-style-type: none"> <li>&gt; Leadership &amp; Management</li> <li>&gt; Culture &amp; Employee Engagement</li> <li>&gt; Organisational Systems &amp; Processes</li> <li>&gt; Reward &amp; Recognition</li> <li>&gt; Service Planning &amp; Review</li> <li>&gt; Strategic Workforce Planning and Development</li> <li>&gt; Health and Wellbeing</li> </ul>	2018-2019
3	Community Engagement Policy and Framework - Revise the Community Engagement Policy and Framework	2019-2020
4	PR Communication and Marketing - Review the PR Communications and Marketing Strategy - Develop and implement the action plan of the PR Communications and Marketing Strategy	2017-2018 2019-2021
5	Customer Service - Review the Customer Service Policy and Strategy - Develop and implement the Action Plan of the Customer Service Policy and Strategy	2018-2019 2018-2021
6	Risk and OHS Management - Develop an OHS Strategy - Enhance our OHS systems and procedures for the organisation - Revise the Risk Management Strategy and Framework - Review identified corporate, strategic and operational risks - Prepare and implement child safety standards across the organisation	2017-2018 2017-2021 2018-2019 2017-2021 2017-2018

**Resources  
(Financial, ICT,  
Workforce)**

Budget is required to:

- » Prepare an Organisational Development Strategy (inclusive of workforce planning)
- » Prepare an Occupational Health and Safety Strategy
- » Revise the Risk Management Strategy and Framework

# STRATEGIC OBJECTIVE 1: PROVIDING GOOD GOVERNANCE AND LEADERSHIP

## CONTEXT 1C: OUR BUSINESS & SYSTEMS

<b>Definition</b>	Our systemised approach to planning and service delivery and our business excellence philosophy (SAI Global, 2011) work to ensure our communities receive high quality, valued and targeted services. Our approach also enables our staff to efficiently and effectively deliver services without risk, duplication of effort and resource wastage whilst leveraging the use of information and communications technology.	
<b>Challenges</b>	Financial constraints coupled with increased community demand and expectations means that services need to be delivered in the most efficient and effective way. Outmoded operating models compromise Council's ability to proactively manage changes in service type or customer needs and expectations.	
<b>Benefits</b>	<ul style="list-style-type: none"> <li>» Value for money services</li> <li>» Less duplication of effort</li> <li>» Risk is understood and mitigated</li> <li>» Improved organisational intelligence for decision making</li> <li>» Improved integration and streamlining of systems and processes</li> </ul>	
<b>Actions</b>	<ol style="list-style-type: none"> <li><b>1</b> Legislative and Regulatory               <ul style="list-style-type: none"> <li>- Review the Local Law</li> <li>- Review the Municipal Strategic Statement (MSS)</li> <li>- Develop an Enforcement Policy</li> </ul> </li> <li><b>2</b> ICT               <ul style="list-style-type: none"> <li>- Implement Phases 2 and 3 of the Digital Strategy</li> <li>- Streamline integrated corporate reporting systems and methods</li> <li>- Implement the Maintenance Management System</li> <li>- Develop and implement a Project Management System</li> </ul> </li> <li><b>3</b> Service Reviews               <ul style="list-style-type: none"> <li>- Develop service plans for all services</li> <li>- Undertake service reviews in accordance with the policy and framework and determined by Council</li> <li>- Align finance system with service plans, systems views and ESC requirements</li> </ul> </li> <li><b>4</b> Financial Sustainability               <ul style="list-style-type: none"> <li>- Annually review the Long Term Financial Plan</li> <li>- Annually review the need to make a rate cap variation application</li> <li>- Review the Rating Strategy</li> <li>- Identify and develop shared services opportunities with other local governments, community and private sector organisations</li> <li>- Seek funding for new, upgrade and renewed community facilities from State and Federal Governments</li> </ul> </li> </ol>	<p>2017-2018</p> <p>2017-2019</p> <p>2018-2019</p> <p>2017-2019</p> <p>2017-2018</p> <p>2017-2018</p> <p>2018-2019</p> <p>2017-2019</p> <p>2017-2018</p> <p>2018-2019</p> <p>2017-2021</p> <p>2017-2021</p> <p>2017-2019</p> <p>2017-2021</p> <p>2017-2021</p>

---

**Resources  
(Financial,ICT,  
Workforce)**

Budget is required to:

- » Review the Local Law (current resources)
  - » Implement the Maintenance Management System
  - » Implement Phases 2 and 3 of the Digital Strategy
  - » Prepare service plans for all services
  - » Engage a resource to drive service reviews
- 

### **Community Indicators: Providing Good Governance and Leadership**

Good governance and leadership will be measured by:

- » Increase community satisfaction score (overall performance)
- » Increase staff satisfaction score (1-5 scale)
- » Increase BEx score (out of 1000)
- » Reduce the asset renewal gap (renewal to depreciation: LGPRF)
- » Generate a positive underlying financial result
- » End of year financial result (+/- operating and capital)
- » Percentage of capital projects completed on time and budget

## STRATEGIC OBJECTIVE 2: MINIMISING ENVIRONMENTAL IMPACT

### CONTEXT 2A: BUILT ENVIRONMENT

**Definition** The Council plays a key role in the planning, developing and provision of services within the urban and commercial areas of the Moorabool Shire to enable communities to enjoy higher levels of amenity, economic development, social connectedness and ultimately a sense of place whilst minimising the impact on the environment.

**Challenges** The built environment creates a sense of place and contributes to well-being and economic growth. Failure to plan and optimise investment may lead to a negative impact on the natural environment.

**Benefits**

- » Increased health and wellbeing
- » Improved amenity
- » Great places to live
- » Community connectedness
- » Targeted economic investment

**Actions**

<b>1</b>	Develop frameworks for each small town and action plans to address the components identified in the following strategies:	
	- Small Towns Strategy	2017-2021
	- Bacchus Marsh Urban Growth Framework	2017-2021
	- Ballan Structure Plan	2017-2021
	- Tree Strategy	2017-2021
	- Gateways Strategy	2017-2021
<b>2</b>	Implement the:	
	- Gordon Infrastructure Plan	2017-2019
	- Gordon Structure Plan	2017-2019
<b>3</b>	Finalise a review of the Bacchus Marsh Aerodrome	2017-2018
<b>4</b>	Work with relevant authorities to ensure that flooding and bushfire risks are addressed:	2017-2021
	- Incorporate flood mapping into the Planning Scheme	
	- Review Bushfire Management Overlays (BMO)	
<b>5</b>	Review and implement a Bacchus Marsh Avenue of Honour Management Plan	2017-2018
<b>6</b>	Implement an Energy Efficient Street Lighting Plan	2019-2020
<b>7</b>	Develop a resource plan to act as a responsible authority for administration and enforcement of permits in relation to windfarms	2017-2018
<b>8</b>	Prepare and revise a rolling cycle of Reserve Master Plans	2017-2021

**Resources (Financial, ICT, Workforce)** Budget is required to:

- » Implement an Energy Efficient Street Lighting Plan
- » Provide a staff resource to address windfarm issues

## STRATEGIC OBJECTIVE 2: MINIMISING ENVIRONMENTAL IMPACT

### CONTEXT 2B: NATURAL ENVIRONMENT

**Definition** The Council through its actions, as well as working with other agencies and groups with an environmental stewardship role, focus to assist communities to live sustainably so that we leave a healthy and prosperous environment for the future generations.

**Challenges** Land and water degradation, weed and pest invasion, increase incidence of natural disasters including fire, flood and heatwaves, combined with poor strategic direction, planning and investment to minimise environmental impacts in the natural environment, results in sub-optimal community outcomes now and for future generations.

**Benefits**

- » Community members can enjoy their experience of natural places
- » Threats to our local environment are reduced
- » Flow on benefits to our economy, productive agriculture, physical activity, well-being and community identity

Actions		
1	Finalise and implement the action plan of the Moorabool Sustainable Environment Strategy	2017-2021
2	Waste Management	
	- Complete a trial and undertake a review of the green waste service	2018-2019
	- Undertake an audit of closed landfills	2018-2019
	- Determine Council's position on hard waste	2017-2018
	- Review the Waste Strategy (2015)	2020-2021
3	Develop an Open Space Integrated Water Management Plan	2017-2018
4	Develop and implement a policy on allocation, use and trading of water for Council water assets	2017-2018
5	Complete a Waterway and Stormwater Management Strategy	2019-2020

**Resources (Financial, ICT, Workforce)** Budget is required to:

- » Provide a staff resource to address windfarm issues
- » Allocate reserve funds for a landfill review
- » Resource waterway and stormwater developmentsues

### Community Indicators: Minimising Environmental Impact

Minimising our environmental impact will be measured by:

- » Percentage of stormwater pollutants generated by urban catchments compared to best practice guidelines
- » Reduced energy consumption across Council owned and operated buildings
- » Reduced CO2 emissions across Council owned and operated buildings, facilities, street lights and fleet
- » Kerbside collection waste diverted from landfill (LGPRF)



## STRATEGIC OBJECTIVE 3: STIMULATING ECONOMIC DEVELOPMENT

### CONTEXT 3A: LAND USE PLANNING

**Definition** The Council uses land use planning to manage the development of land within its jurisdictions and has a leadership role (along with other agencies) in land use planning, place making and guiding the amenity of our communities.

**Challenges** To cater for communities with growing populations, land use planning needs to understand, consider and deliver on improved economic, social, and environmental outcomes, and an improved ability to access to employment and education opportunities across the Shire.

**Benefits**

- » Master planned communities
- » Improved ability to access to employment and education
- » Improved livability, securing the reason people moved to Moorabool
- » Designated land for the use of economic and educational activity
- » Effective engagement with community regarding the use of land within the community

<b>Actions</b>	<ol style="list-style-type: none"> <li>1 Incorporate strategic documents into the Planning Scheme               <ul style="list-style-type: none"> <li>- Municipal Strategic Statement Review</li> <li>- Ballan Structure Plan</li> <li>- Retail Strategy</li> <li>- Housing Strategy</li> <li>- West Moorabool Heritage Study</li> <li>- C58 Cameron's Road</li> <li>- C73 Land Subject to Inundation</li> </ul> </li> <li>2 Implement the adopted Small Towns and Settlement Strategy               <ul style="list-style-type: none"> <li>- Prepare structure plans for the key growth towns</li> <li>- Develop a program for services and utilities in small towns</li> </ul> </li> <li>3 Finalise the Bulky Goods investigation</li> <li>4 Develop and finalise the Bacchus Marsh Urban Growth Framework Plan in partnership with the Victorian Planning Authority</li> <li>5 Develop a long term strategy for the Bacchus March Civic Precinct</li> <li>6 Review future opportunities for the Darley Civic Precinct</li> </ol>	<p>2017-2021</p> <p>2017-2021</p> <p>2017-2018</p> <p>2017-2018</p> <p>2018-2019</p> <p>2019-2020</p>
----------------	--	---

**Resources (Financial, ICT, Workforce)** Budget is required to:

- » Incorporate strategic documents into the Planning Scheme
- » Implement actions of the STS
- » Finalise land use strategic projects

## STRATEGIC OBJECTIVE 3: STIMULATING ECONOMIC DEVELOPMENT

### CONTEXT 3B: INVESTMENT & EMPLOYMENT

**Definition** Council plays a role in a strong economy, local jobs, healthy businesses, inward investment and visitation that contributes to the livability of the Shire. It also works with the development of industry to develop key infrastructure for growing communities.

**Challenges** Fiscal constraints directly impact on the amount of investment Council is able to independently contribute towards stimulating investment and economic growth. Without guidance and investment by business, government and the community, economies will stagnate and local jobs and education opportunities may not be created.

**Benefits**

- » Increased economic investment and job growth
- » Improved lifestyles
- » Decreased travel
- » Increased community cohesion
- » Improved employment and education opportunities
- » Stimulated local economy and creating more resilient communities
- » Connect local people to local jobs

<b>Actions</b>	<b>1</b>	Implement the action plan of the Economic Development Strategy	2017-2021
	<b>2</b>	Establish an Economic Development Taskforce	2017-2018
	<b>3</b>	Scope and develop a plan for the Bacchus Marsh town centre revitalisation in partnership with the VPA	2018-2019
	<b>4</b>	Facilitate Parwan Employment Precinct planning and marketing	2017-2021
	<b>5</b>	Construct the Ballan depot	2017-2019
	<b>6</b>	Advocate, resource and implement the Bacchus Marsh Integrated Transport Strategy (BMITS) action plans including: <ul style="list-style-type: none"> <li>- Finalise the alignment for Bacchus Marsh Eastern Link Road (with VicRoads and VPA)</li> <li>- Pursue Gisborne Road/Grant Street capacity improvement projects (with VicRoads)</li> <li>- Implement east bound freeway ramps at Halletts Way (with VicRoads)</li> <li>- Refer Council's BMITS infrastructure actions to the long term capital program</li> </ul>	2017-2021
	<b>7</b>	Review and implement the action plan from the Destination Management Plan (Tourism) Review	2017-2018
	<b>8</b>	Advocate for government and private sector investment in office accommodation to house new and expanded government and non-government services	2017-2021
	<b>9</b>	Advocate for improved Ballarat Line rail and integrated public transport outcomes through the Ballarat Line Action Committee (BRAC)	2017-2021

---

**Resources  
(Financial,ICT,  
Workforce)**

Budget is required to:

- » Implement the action plan of the Economic Development Strategy
  - » Develop a plan for the Bacchus Marsh Town Centre Revitalisation Project
  - » Facilitate the Parwan Employment Precinct planning and marketing
  - » Construct the Ballan Depot
  - » Implement BMITS recommendations
- 

## **Community Indicators Stimulating Economic Development**

Stimulating economic development will be measured by:

- » Increased number of businesses operating within the Shire; number of active businesses for 3340, 3342
- » The number of active small businesses (with <5 staff)
- » Percentage of students that complete Year 12 or equivalent
- » Increase number of local jobs as % of total jobs for employed Moorabool residents
- » Maintenance of land use supply best practice target – residential, commercial and industrial)
- » Percentage of planning applications gone against Council’s determination in VCAT

## STRATEGIC OBJECTIVE 4: IMPROVING SOCIAL OUTCOMES

### CONTEXT 4A: HEALTH & WELLBEING

---

<b>Definition</b>	Enhanced community health and wellbeing is achieved through the intersection of enhanced economic, social, built and natural environments.	
<b>Challenges</b>	The determinants of our health and wellbeing are influenced by a wide range of factors including individual, social, cultural, economic and environmental (World Health Organisation 2008). Social, economic and environmental factors include employment and housing, schools and education, social connections, conditions of work and leisure, and the state of housing, neighbourhoods and the environment.	
<b>Benefits</b>	<ul style="list-style-type: none"><li>» Local services accessible to those in need</li><li>» Healthier individuals and communities</li><li>» Reduced social isolation and exclusion</li><li>» Reduced anti-social behaviour</li><li>» More resilient and self-reliant individuals and communities</li><li>» Enhanced workforce numbers and capacity</li></ul>	
<b>Actions</b>	<ol style="list-style-type: none"><li><b>1</b> Health &amp; Wellbeing Plan<ul style="list-style-type: none"><li>- Prepare and implement an advocacy and partnership plan to attract investment in government and non-government services in the municipality</li><li>- Adopt a leadership statement on the issue of violence against women to increase community awareness and demonstrate Council's commitment to the issues</li><li>- Facilitate and support existing and emerging arts and cultural development groups and activities across the municipality</li><li>- Adopt a revised Health and Well Being Plan</li></ul></li><li><b>2</b> Municipal Early Years Plan<ul style="list-style-type: none"><li>- Plan and construct the West Maddingley Community Facility</li><li>- Adopt a revised Municipal Early Years Plan (MEYP)</li></ul></li><li><b>3</b> Recreation and Leisure Strategy<ul style="list-style-type: none"><li>- Implement the Reserve Management Framework</li><li>- Prepare sport specific feasibility studies and strategies for:<ul style="list-style-type: none"><li>&gt; Indoor Court Feasibility Study</li><li>&gt; Indoor court design and construction</li><li>&gt; Soccer Development Strategy</li></ul></li><li>- Plan and construct stage 1 of the Bacchus Marsh Racecourse Recreation Reserve</li><li>- Review feasibility of the timing of the proposed Bacchus Marsh Indoor Aquatic Centre and include a feasibility study on the construction and location of splash parks.</li><li>- Revise the Recreation and Leisure Strategy (incorporating Hike and Bike Strategy)</li><li>- Prepare a Masterplan for the Ballan Recreation Reserve</li><li>- Develop a plan to improve, update and beautify our neighbourhood, passive, recreation and other open spaces</li></ul></li></ol>	<ul style="list-style-type: none"><li>2017-2021</li><li>2017-2018</li><li>2017-2021</li><li>2017-2018</li><li>2019-2021</li><li>2020-2021</li><li>2017-2021</li><li>2017-2018</li><li>2017-2018</li><li>2017-2018</li><li>2017-2019</li><li>2017-2018</li><li>2020-2021</li><li>2017-2018</li><li>2017-2019</li></ul>

---

<b>4</b>	Community Development Strategy	
	- Revise the Community Development Strategy (incorporating the Volunteer Strategy and an Arts and Culture Strategy)	2020-2021
<b>5</b>	Age Well Live Well Strategy and Access and Inclusion Plan	
	- Prepare a directions paper to deliver Aged Services in a consumer directed care environment	2017-2018
	- Facilitate the transition of eligible clients to the NDIS	2017-2018
	- Adopt a revised Age Well Live Well Strategy and Access and Inclusion Plan	2020-2021
<b>6</b>	Youth Strategy	
	- Undertake a Master Plan including concept and cost plan for a youth space at Rotary Park, including the Andy Arnold Facility	2017-2018
	- Prepare a concept plan and costing for Youth Space/s at the Andy Arnold Centre / Rotary Park precinct	2018-2020
	- Support a Moorabool "Learning Matters" initiative place based collaborative initiative focussed on improving engagement and retention in education in the Bacchus Marsh area	2018-2019
	- Advocate and support the development of programs and services to increase employment opportunities for young people	2017-2019
	- Revise and adopt the Youth Strategy	2017-2018
<b>7</b>	Library Strategic Plan	
	- Undertake a feasibility study to inform the future provision of library services in Ballan	2017-2018
<b>8</b>	Conduct a trial period of extended opening hours for the Lerderderg Library	2017-2018

**Resources  
(Financial,ICT,  
Workforce)**

Budget is required to:

- Plan and construct the West Maddingley Community Facility
- Indoor court planning and construction
- Soccer Development Strategy
- Plan and construct Stage 1 of the Bacchus Marsh Racecourse Recreation Reserve
- Plan and construct the new indoor sports facility
- Prepare a Directions Paper to deliver Aged Services in a consumer directed environment
- Undertake a feasibility study re library services in Ballan
- Conduct a trial of extended opening hours for the Lerderderg Library
- Subject to external funding, support the development and delivery of a "Learning Matters" initiative

## STRATEGIC OBJECTIVE 4: IMPROVING SOCIAL OUTCOMES

### CONTEXT 4B: COMMUNITY CONNECTEDNESS AND CAPACITY

---

<b>Definition</b>	Community Connectedness - The creation of inclusive and engaged communities that provide opportunities for people across their life stages to participate in activities that improve the wellbeing of our communities.								
<b>Challenges</b>	Community Capacity Building - Supporting and strengthening of individuals, families and communities to identify needs and develop solutions at a local level. This may involve advocacy, empowering people in action, education, awareness raising and distribution of resources to individuals and communities.								
<b>Benefits</b>	<ul style="list-style-type: none"><li>» Healthier individuals and communities</li><li>» Reduced social isolation and exclusion</li><li>» Reduced anti-social behaviour</li><li>» More resilient and self -reliant individuals and communities</li></ul>								
<b>Actions</b>	<table><tr><td>1 Community Development and Volunteer Strategies</td><td></td></tr><tr><td>- Develop and deliver a community group capacity building and sustainability program</td><td>2017-2018</td></tr><tr><td>2 Emergency Management Plan</td><td></td></tr><tr><td>- Deliver community emergency management education program</td><td>2017-2021</td></tr></table>	1 Community Development and Volunteer Strategies		- Develop and deliver a community group capacity building and sustainability program	2017-2018	2 Emergency Management Plan		- Deliver community emergency management education program	2017-2021
1 Community Development and Volunteer Strategies									
- Develop and deliver a community group capacity building and sustainability program	2017-2018								
2 Emergency Management Plan									
- Deliver community emergency management education program	2017-2021								
<b>Resources (Financial,ICT, Workforce)</b>	Budget is required to: <ul style="list-style-type: none"><li>» Develop and deliver the community group capacity building and sustainability program</li></ul>								

---

### Community Indicators Improving Social Outcomes

Improving social outcomes will be measured by:

- » Improvements in SEIFA score (IRSD percentile within Victoria)
- » Percentage of people that volunteer
- » Percentage of people self-reporting health as excellent or very good
- » Percentage of children developmentally vulnerable on one or more developmental domains
- » Percentage of people undertaking adequate physical exercise
- » Percentage of people requiring assistance with core activities
- » Proportion of adults feeling safe walking in their street at night
- » Rate of family violence incidents (per 100,000 people)





# MEASURING AND REPORTING ON PROGRESS

---

The Integrated Planning and Delivery Framework requires that Council measure and report on progress and outcomes of the Council Plan. Council will monitor its progress towards achieving the objectives of the Council Plan using two sets of measures:

- 1. Community Indicators:** These include 'big picture' measures of the community's progress towards the Council's Strategic Objectives, at least once every four years (p.26).
- 2. Strategic Progress Indicators:** Council will measure results and progress in implementing Council's Strategic Actions in the Annual Report each year (p.27).

Data to measure performance will be drawn from Council operational data, survey results, State Government data and Australian Bureau of Statistics.

This collection of indicators will be reviewed for statistical reliability and appropriateness on a regular basis. Data collected over a period of time will be utilised to improve Council's performance. Council will continue to further develop and improve the way performance and results are measured and reported.

# COMMUNITY INDICATORS

STRATEGIC OBJECTIVE	MEASURE	BASELINE 2016 (or as at date)	2021 TARGET	2031 TARGET	2041 TARGET
<b>Providing Good Governance and Leadership</b>	Increase community satisfaction score (overall performance)	54	60	70	80
	Increase staff satisfaction score (1-5 scale)	2.5	3.5	4.5	5
	Increase BEX score (out of 1000)	331	600	650	800
	Reduce the asset renewal gap (renewal to depreciation: LGPRF)	70%	100%	100%	100%
	Generate a positive underlying financial result	2%	10%	10%	10%
	End of year financial result (+/- operating and capital)	5%	5%	4%	2.5%
	Percentage of capital projects completed on time and budget	90%	95%	95%	95%
<b>Minimising Environmental Impact</b>	Percentage of stormwater pollutants generated by urban catchments compared to best practice guidelines	N/A	50%	75%	100%
	Reduced energy consumption across Council owned and operated buildings	1.17%	15%	25%	40%
	Reduced CO2 emissions across Council owned and operated buildings, facilities, street lights and fleet	4270 tonnes	4000 tonnes	3000 tonnes	2000 tonnes
	Kerbside collection waste diverted from landfill (LGPRF)	20%	25%	30%	40%
<b>Stimulating Economic Development</b>	Increased number of businesses operating within the Shire; number of active businesses for 3340, 3342	5783	6200	7000	8000
	The number of active small businesses (with <5 staff)	2,200 (2011)	2,800	3,250	3,700
	Percentage of students that complete Year 12 or equivalent	36.9% <sup>1</sup>	38.0%	44.0%	60.0%
	Increase number of local jobs as % of total jobs for employed Moorabool residents	0.47%	0.46%	0.46%	0.52%
	Maintenance of land use supply best practice target - residential, commercial and industrial	15 years	15 years	15 years	15 years
	Percentage of planning applications gone against Council's determination in VCAT	75%	60%	40%	20%
<b>Improving Social Outcomes</b>	Improvement in SEIFA score (IRSD percentile within Victoria) <sup>1</sup>	1008.5 (2011)	1009.0	1010.0	1011.0
	Percentage of people that volunteer	20.0% <sup>2</sup>	21.0%	23.0%	25.0%
	Percentage of people self-reporting health as excellent or very good	47.5% <sup>3</sup>	48.0%	49.0%	50.0%
	Percentage of children developmentally vulnerable on one or more developmental domains	15.6% <sup>4</sup>	15.0%	12.0%	10.0%
	Percentage of people undertaking adequate physical activity	41.4% <sup>5</sup>	43.0%	47.0%	50.0%
	Percentage of people requiring assistance with core activities	4.6% <sup>6</sup>	4.6%	4.3%	4.0%
	Proportion of adults feeling safe walking in their street at night	63.1% (2015) <sup>7</sup>	63.5%	64%	65%
	Rate of family violence incidents (per 100,000 people)	1502 (2015/16) <sup>8</sup>	1480	1400	1300

1. ABS Report 2033.0.55.001 (Index of Relative Socio-Economic Disadvantage by Local Government Area and percentile within Victoria)

2. Australian Bureau of Statistics – Census of Population & Housing – linked to health and wellbeing plan and volunteer strategy

3. Victorian Population Health Survey (Department of Health) – linked to health and wellbeing plan

4. Australian Early Development Census – linked to Municipal Early Years Plan

5. Victorian Population Health Survey (Department of Health) – linked to Recreation and Leisure Strategy; Hike and Bike Strategy and Health and Wellbeing Plan

6. Australian Bureau of Statistics – Census of Population & Housing – linked to Age Well Live Well Strategy & Access and Inclusion Plan

7. VicHealth Indicators 2015 – linked to health and wellbeing plan

8. Crime Statistics Agency – linked to Health and Wellbeing Plan and Municipal Early Years Plan

# STRATEGIC PROGRESS INDICATORS

## PROVIDING GOOD GOVERNANCE & LEADERSHIP

STRATEGIC CONTEXT	STRATEGIC ACTION	2017-2018	2018-2019	2019-2020	2020-2021
1A Our Assets and Infrastructure	Undertake a road management plan review	✓			
	Review Asset Policy and Strategy	✓			
	Review Asset Management Plans - Transport				✓
	Review Asset Management Plans - Buildings		✓		
	Review Asset Management Plans - Water		✓		
	Review Asset Management Plans - Open Space		✓		
	Produce State of the Assets Reports		✓		
	Produce 10 Year Capital Improvement Programs	✓	✓	✓	✓
	Deliver Annual Capital Improvement Programs	✓	✓	✓	✓
	Develop and implement a Fleet & Plant Strategy		✓		
	Finalise the Community Infrastructure Framework		✓		
	Develop a framework for Asset Handover		✓		
	Develop Infrastructure Policies for traffic calming, nature strips, unmade road reserves, bores/standpipes, graffiti	✓	✓	✓	✓
1B Our People	Councillor Development – induction and ongoing professional development	✓	✓	✓	✓
	Prepare an Organisational Development Strategy		✓		
	Revise the Community Engagement Policy and Framework			✓	
	Review the PR Communications and Marketing Strategy	✓			
	Develop and implement the PR Communications & Marketing action plan			✓	✓
	Review the Customer Service Policy & Strategy		✓		
	Develop and implement the Customer Service Action Plan		✓	✓	✓
	Develop an OHS Strategy	✓			
	Enhance OHS systems and procedures	✓	✓	✓	✓
	Review the Risk Management Strategy and Framework		✓		
	Review identified corporate, strategic and operational risks	✓	✓	✓	✓
	Prepare and implement child safety standards across the organisation	✓			

# STRATEGIC PROGRESS INDICATORS

## PROVIDING GOOD GOVERNANCE & LEADERSHIP (CONT)

1C Our Business and Systems	Review the Local Law	✓			
	Review the Municipal Strategic Statement (MSS)	✓	✓		
	Develop an Enforcement Policy		✓		
	Implement Phases 2 and 3 of the Digital Strategy	✓	✓		
	Streamline integrated corporate reporting systems and methods	✓			
	Implement the Maintenance Management System	✓			
	Develop and Implement a Project Management System		✓		
	Develop Service Plans for all services	✓	✓		
	Undertake service reviews as determined by Council	✓			
	Align the finance system with service plans, systems views and ESC requirements		✓		
	Annually review the Long Term Financial Plan	✓	✓	✓	✓
	Annually review the need to make a rate cap variation	✓	✓	✓	✓
	Review the Rating Strategy	✓	✓		
	Identify and develop shared services with other LGs, community and private sector organisations	✓	✓	✓	✓
	Seek funding for new, upgrade and renewed community facilities	✓	✓	✓	✓

# STRATEGIC PROGRESS INDICATORS

## 2. MINIMISING ENVIRONMENTAL IMPACT

STRATEGIC CONTEXT	STRATEGIC ACTION	2017-2018	2018-2019	2019-2020	2020-2021
2A Built Environment	Develop frameworks for each small town and action plans to address components identified in the Small Towns Strategy, Bacchus Marsh Urban Growth Framework, Ballan Structure Plan, Tree Strategy, Gateways Strategy	✓	✓	✓	✓
	Implement the Gordon Infrastructure Plan and the Gordon Structure Plan	✓	✓		
	Finalise a review of the Bacchus Marsh Aerodrome	✓			
	Work with relevant authorities to ensure that flooding and bushfire risks are addressed	✓	✓	✓	✓
	Review and implement a Bacchus Marsh Avenue of Honour Management Plan	✓			
	Implement an Energy Efficient Street Lighting Plan			✓	
	Develop and resource plan to act as responsible authority for administration and enforcement of permits in relation to windfarms	✓			
	Prepare and revise a rolling cycle of Reserve Master Plans	✓	✓	✓	✓
2B Natural Environment	Finalise and implement the action plan of the Moorabool Sustainable Environment Strategy	✓	✓	✓	✓
	Complete a trial and undertake a review of the green waste service		✓		
	Undertake an audit of closed landfills		✓		
	Determine Council's position on hard waste	✓			
	Review the 2015 Waste Strategy				✓
	Develop an Open Space Integrated Water Management Plan	✓			
	Develop and implement a policy on allocation, use and trading of water for Council water assets	✓			
Complete a Waterway and Stormwater Management Strategy			✓		

# STRATEGIC PROGRESS INDICATORS

## 3. STIMULATING ECONOMIC DEVELOPMENT

STRATEGIC CONTEXT	STRATEGIC ACTION	2017-2018	2018-2019	2019-2020	2020-2021
3A Land Use Planning	Incorporate strategic documents into the Planning Scheme	✓	✓	✓	✓
	Implement the adopted Small Towns and Settlement Strategy	✓	✓	✓	✓
	Finalise the Bulky Goods investigation	✓			
	Develop and finalise the Bacchus Marsh Urban Growth Framework	✓			
	Develop a long term strategy for the Bacchus Marsh Civic Precinct		✓		
	Review future opportunities for the Darley Civic Precinct			✓	
3B Investment and Employment	Implement the action plan of the Economic Development Strategy	✓	✓	✓	✓
	Establish an Economic Development Taskforce	✓			
	Scope and develop a plan for the Bacchus Marsh Town Centre revitalisation		✓		
	Facilitate the Parwan Employment Precinct planning and marketing	✓	✓	✓	✓
	Construct the Ballan Depot	✓	✓		
	Advocate, resource and implement the Bacchus Marsh Integrated Transport Strategy action plans	✓	✓	✓	✓
	Review and implement the action plan from the Destination Management Plan (Tourism) Review	✓			
	Advocate for government and private sector investment in office accommodation to house government and non-government services	✓	✓	✓	✓
	Advocate for improved Ballarat Rail Line and integrated public transport outcomes	✓	✓	✓	✓



# STRATEGIC PROGRESS INDICATORS

## 4. IMPROVING SOCIAL OUTCOMES

STRATEGIC CONTEXT	STRATEGIC ACTION	2017-2018	2018-2019	2019-2020	2020-2021
4A Health and Wellbeing	Prepare and implement an advocacy and partnership plan to attract investment in government and non-government services in the municipality	✓	✓	✓	✓
	Adopt a leadership statement on the issue of violence against women to increase community awareness and demonstrate Council's commitment to the issues	✓			
	Facilitate and support existing and emerging arts and cultural development groups and activities across the municipality	✓	✓	✓	✓
	Adopt a revised Health and Well Being Plan	✓			
	Plan and construct the West Maddingley Community Facility			✓	✓
	Adopt a revised Municipal Early Years Plan (MEYP)				✓
	Implement the Reserve Management Framework	✓	✓	✓	✓
	Prepare sport specific feasibility studies and strategies	✓	✓		
	Plan and construct stage 1 of the Bacchus Marsh Racecourse Recreation Reserve	✓	✓		
	Review feasibility of the timing of the proposed Bacchus Marsh Indoor Aquatic Centre and include a feasibility study on the construction and location of splash parks.	✓			
	Revise the Recreation and Leisure Strategy (incorporating Hike and Bike Strategy)				✓
	Revise the Community Development Strategy (incorporating the Volunteer Strategy and an Arts and Culture Strategy)				✓
	Prepare a Masterplan for the Ballan Recreation Reserve	✓			
	Develop a plan to improve, update and beautify our neighbourhood, passive, recreation and other open spaces	✓	✓		
	Prepare a directions paper to deliver Aged Services in a consumer directed care environment	✓			
	Facilitate the transition of eligible clients to the NDIS	✓			
	Adopt a revised Age Well Live Well Strategy and Access and Inclusion Plan				✓
	Undertake a Master Plan including concept and cost plan for Rotary Park including the Andy Arnold Facility	✓			
Prepare a concept plan and costing for Youth Space/s at the Andy Arnold Centre / Rotary Park precinct		✓	✓		

# STRATEGIC PROGRESS INDICATORS

## 4. IMPROVING SOCIAL OUTCOMES (CONT)

	Support a Moorabool "Learning Matters" initiative place based collaborative initiative focussed on improving engagement and retention in education in the Bacchus Marsh area		✓		
	Advocate and support the development of programs and services to increase employment opportunities for young people	✓	✓		
	Revise and adopt the Youth Strategy	✓			
	Undertake a feasibility study to inform the future provision of library services in Ballan	✓			
	Conduct a trial period of extended opening hours for the Lerderderg Library	✓			
<b>4B Community Connectedness and Capacity</b>	Develop and deliver a community group capacity building and sustainability program	✓			
	Deliver community emergency management education program	✓	✓	✓	✓



# STRATEGIC RESOURCE PLAN

The Financial Plan is based on the following key assumptions:

- CPI is based on 2.0% for 2017/18 and 2.0% there after
- Existing fees and charges will increase by 6.0% with the exception of fees set by legislation and certain charges accelerated under a user pays model
- Operating grants will increase by 2.0% per annum with an allowance for population growth
- Employee costs are forecast to increase by 1%-2% overall (including banding movements) pending the outcome of a new Enterprise Bargaining Agreement
- Other revenue will increase by 2.0% per annum with an additional allowance for population growth
- An allowance is made for service growth and new initiatives which is provided for in employee costs and materials and consumables
- General rate in the dollar will increase by 2.0% from 2017/18 to 2020/21
- The SRP forecasts are subject to ongoing consideration of 'rate capping' by the State Government which may impact on Council's forward estimates

## Financial Position

### STANDARD STATEMENTS

#### 1. Comprehensive Income Statement

The Comprehensive Income Statement shows what is expected to happen over the next four years in terms of revenues, expenses and other gains/losses.

### Comprehensive Income Statement

For the four years ending 30 June 2021

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2016/17	2017/18	2018/19	2019/20	2020/21
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Income</b>					
Rates and charges	31,010	32,107	33,170	34,320	35,521
Statutory fees and fines	692	877	898	919	940
User fees	1,904	2,476	2,633	2,827	2,975
Contributions - monetary	100	2,157	859	1,476	3,829
Contributions - non-monetary assets	4,635	4,635	4,728	4,822	4,919
Grants - Operating (recurrent)	9,076	9,312	9,714	10,136	10,562
Grants - Operating (non-recurrent)	700	165	158	167	176
Grants - Capital (recurrent)	2,899	879	879	879	900
Grants - Capital (non-recurrent)	5,705	1,198	0	1,500	6,550
Other income	3,569	1,013	1,033	1,054	1,075
Interest received	362	444	522	601	745
<b>Total income</b>	<b>60,652</b>	<b>55,262</b>	<b>54,592</b>	<b>58,701</b>	<b>68,192</b>
<b>Expenses</b>					
Employee costs	17,788	19,183	20,104	20,622	21,224
Materials and services	18,359	14,626	14,426	16,090	15,447
Depreciation and amortisation	9,961	9,664	10,182	11,394	11,945
Finance costs	790	876	901	877	823
Other expenses	704	755	770	785	801
Net gain on disposal of property, infrastructure, plant and equipment	1,407	1,500	1,500	1,500	1,500
<b>Total expenses</b>	<b>49,009</b>	<b>46,604</b>	<b>47,883</b>	<b>51,268</b>	<b>51,739</b>
<b>Surplus (deficit) for the year</b>	<b>11,643</b>	<b>8,658</b>	<b>6,709</b>	<b>7,433</b>	<b>16,452</b>
<b>Other comprehensive income</b>					
<b>Items that will not be reclassified to surplus or deficit:</b>					
Impairment of fire impacted infrastructure	0	0	0	0	0
Net asset revaluation increment/(decrement)	0	35,682	0	39,476	0
Share of other comprehensive income of associates and joint ventures accounted for by the equity method	0	0	0	0	0
<b>Comprehensive result</b>	<b>11,643</b>	<b>44,340</b>	<b>6,709</b>	<b>46,909</b>	<b>16,452</b>

# STRATEGIC RESOURCE PLAN

## 2. Balance Sheet

The Balance Sheet shows what is expected to happen over the next four years in terms of assets and liabilities.

### Balance Sheet

For the four years ending 30 June 2021

	Forecast	Budget	Strategic Resource Plan		
	Actual 2016/17 \$'000	2017/18 \$'000	Projections		
			2018/19 \$'000	2019/20 \$'000	2020/21 \$'000
<b>Assets</b>					
<b>Current assets</b>					
Cash and cash equivalents	10,121	12,091	15,377	19,168	22,539
Trade and other receivables	5,035	4,593	4,716	4,852	4,991
Non current assets classified as held for sale	0	0	0	0	0
Other assets	1,301	1,301	1,301	1,301	1,301
<b>Total current assets</b>	<b>16,457</b>	<b>17,985</b>	<b>21,394</b>	<b>25,321</b>	<b>28,832</b>
<b>Non-current assets</b>					
Trade and other receivables	117	117	117	117	117
Property, infrastructure, plant & equipment	480,013	523,718	530,082	573,795	586,976
Other non-current assets	0	0	0	0	0
<b>Total non-current assets</b>	<b>480,130</b>	<b>523,835</b>	<b>530,199</b>	<b>573,912</b>	<b>587,093</b>
<b>Total assets</b>	<b>496,587</b>	<b>541,820</b>	<b>551,593</b>	<b>599,233</b>	<b>615,925</b>
<b>Liabilities</b>					
<b>Current liabilities</b>					
Trade and other payables	3,967	3,845	3,799	4,219	4,062
Trust funds and deposits	534	534	534	534	534
Provisions	4,078	4,542	5,022	5,514	6,021
Interest-bearing loans and borrowings	1,364	1,121	1,120	727	4,804
<b>Total current liabilities</b>	<b>9,943</b>	<b>10,042</b>	<b>10,475</b>	<b>10,994</b>	<b>15,421</b>
<b>Non-current liabilities</b>					
Provisions	1,541	1,648	1,759	1,873	1,991
Interest-bearing loans and borrowings	15,037	15,723	18,242	18,339	14,035
<b>Total non-current liabilities</b>	<b>16,578</b>	<b>17,372</b>	<b>20,002</b>	<b>20,213</b>	<b>16,026</b>
<b>Total liabilities</b>	<b>26,521</b>	<b>27,414</b>	<b>30,477</b>	<b>31,207</b>	<b>31,447</b>
<b>Net assets</b>	<b>470,066</b>	<b>514,406</b>	<b>521,115</b>	<b>568,025</b>	<b>584,477</b>
<b>Equity</b>					
Accumulated surplus	147,277	154,215	158,728	163,260	176,668
Asset revaluation reserve	314,680	350,362	350,362	389,839	389,839
Other reserves	8,108	9,829	12,025	14,926	17,970
<b>Total equity</b>	<b>470,066</b>	<b>514,406</b>	<b>521,115</b>	<b>568,025</b>	<b>584,477</b>

## 3. Cashflow

The Cash Flow Statement shows what is expected to occur during the next four years with respect to cash. It explains what cash movements are expected to result in the difference in the cash balance at the beginning and the end of the year.

The net cash flow from operating activities shows how much cash is expected to be available after providing services to the community.

### Statement of Cash Flows For the four years ending 30 June 2021

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2016/17	2017/18	2018/19	2019/20	2020/21
	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows	Inflows	Inflows	Inflows	Inflows
	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)
<b>Cash flows from operating activities</b>					
Rates and charges	31,174	32,550	33,047	34,184	35,382
Statutory fees and fines	692	877	898	919	940
User fees	1,904	2,476	2,633	2,827	2,975
Contributions - monetary	0	2,157	859	1,476	3,829
Grants - operating	9,776	9,477	9,872	10,303	10,738
Grants - capital	8,604	2,077	879	2,379	7,450
Interest received	362	444	522	601	745
Other receipts	3,669	1,013	1,033	1,054	1,075
Employee costs	(17,217)	(18,611)	(19,513)	(20,016)	(20,601)
Materials and consumables	(18,539)	(14,748)	(14,472)	(15,670)	(15,603)
Other payments	(705)	(755)	(770)	(785)	(801)
Net cash provided by operating activities	19,721	16,956	14,986	17,272	26,129
<b>Cash flows from investing activities</b>					
Payments for property, plant and equipment	(23,955)	(14,922)	(13,696)	(12,694)	(22,100)
Proceeds from sale of property, plant and equipment	1,334	370	377	385	393
Net cash used in investing activities	(22,621)	(14,552)	(13,318)	(12,309)	(21,708)
<b>Cash flows from financing activities</b>					
Finance costs	(790)	(876)	(901)	(877)	(823)
Proceeds from borrowings	2,790	1,806	3,639	824	500
Repayment of borrowings	(1,431)	(1,364)	(1,121)	(1,120)	(727)
Net cash provided by (used in) financing activities	569	(434)	1,617	(1,173)	(1,050)
<b>Net (decrease) increase in cash &amp; cash equivalents</b>	(2,331)	1,970	3,285	3,791	3,372
Cash and cash equivalents at beginning of the financial year	12,452	10,121	12,091	15,377	19,168
<b>Cash and cash equivalents at end of the financial year</b>	<b>10,121</b>	<b>12,091</b>	<b>15,377</b>	<b>19,168</b>	<b>22,539</b>



## 4. Capital Works

At Moorabool we face the challenge, as do all municipalities, of sustaining our built infrastructure. This is referred to as the infrastructure gap. It is a major focus of Council to reduce this gap, however this is not a problem that will be solved in the short term.

This statement sets out all expected capital expenditure in relation to non-current assets for the next five years. It also shows the amount of capital works expenditure which is expected for renewing, upgrading and expanding or creating new assets. This is important because each of these categories has a different impact on Council's future costs.

Capital expansion expenditure extends an existing asset to a new group of users. It is discretionary expenditure which increases future operating and maintenance costs because it increases Council's asset base but may be associated with additional revenue from the new user group.

Capital renewal expenditure reinstates existing assets. It has no impact on revenue but may reduce future operating and maintenance expenditure if completed at an optimal time.

Capital upgrade expenditure enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally. It is discretionary and often does not result in additional revenue unless direct user charges apply. It will increase operating and maintenance expenditure in the future because of the increase in Capital asset base.

New capital expenditure does not have any element of renewal, expansion or upgrade of existing assets. New capital expenditure may or may not result in additional revenue for Council and will result in additional operating, maintenance and capital renewal costs.

Council has a number of major projects that will be progressing over the next 5 years. These include:

- Bacchus Marsh Racecourse Recreation Reserve Upgrade
- Ballan Depot Relocation

## Statement of Capital Works

For the four years ending 30 June 2021

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2016/17	2017/18	2018/19	2019/20	2020/21
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Property</b>					
Land	0	0	0	0	0
Buildings	3,857	2,864	2,629	2,437	6,242
Building improvements	0	0	0	0	0
<b>Total property</b>	<b>3,857</b>	<b>2,864</b>	<b>2,629</b>	<b>2,437</b>	<b>6,242</b>
<b>Plant and equipment</b>					
Plant, machinery and equipment	1,688	1,820	1,670	1,816	2,941
Computers and telecommunications	0	0	0	0	0
Library books	99	0	0	0	0
<b>Total plant and equipment</b>	<b>1,787</b>	<b>1,820</b>	<b>1,670</b>	<b>1,816</b>	<b>2,941</b>
<b>Infrastructure</b>					
Roads	16,844	5,468	4,919	4,264	4,654
Bridges	408	881	809	750	1,305
Footpaths	349	879	807	748	1,302
Drainage	0	0	100	120	200
Recreational, leisure and community facilities	378	3,001	2,754	2,553	5,444
Parks, open space and streetscapes	165	0	0	0	0
Other infrastructure	167	8	7	7	12
<b>Total infrastructure</b>	<b>18,310</b>	<b>10,238</b>	<b>9,396</b>	<b>8,441</b>	<b>12,917</b>
<b>Total capital works expenditure</b>	<b>23,955</b>	<b>14,922</b>	<b>13,696</b>	<b>12,694</b>	<b>22,100</b>
<b>Represented by:</b>					
Asset renewal expenditure	9,744	9,981	9,161	8,491	14,782
New asset expenditure	10,336	3,983	3,656	3,388	5,899
Asset upgrade expenditure	3,875	958	879	815	1,418
Asset expansion expenditure	0	0	0	0	0
<b>Total capital works expenditure</b>	<b>23,955</b>	<b>14,922</b>	<b>13,696</b>	<b>12,694</b>	<b>22,100</b>

# STRATEGIC RESOURCE PLAN

## - NON-FINANCIAL RESOURCES

### - STATEMENT OF HUMAN RESOURCES

In addition to the financial resources to be utilised over the planning period, Council will also use non-financial resources, in particular human resources. The following table summarises the non-financial resources for the next four years.

Council takes a proactive approach to organisational development that aims to fully achieve the potential of all staff. Programs and internal support mechanisms are available to ensure that competencies are maintained or developed to ensure that staff have the current skill sets to effectively fulfil the expectation of the community.

### Statement of Human Resources

For the four years ending 30 June 2021

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2016/17	2017/18	2018/19	2019/20	2020/21
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Staff expenditure</b>					
Employee costs - operating	17,788	19,183	20,104	20,622	21,224
Employee costs - capital	920	930	975	1,000	1,029
<b>Total staff expenditure</b>	<b>18,708</b>	<b>20,113</b>	<b>21,078</b>	<b>21,622</b>	<b>22,253</b>
	EFT	EFT	EFT	EFT	EFT
<b>Staff numbers</b>					
Employees	207.9	208.4	210.4	211.9	213.4
<b>Total staff numbers</b>	<b>207.9</b>	<b>208.4</b>	<b>210.4</b>	<b>211.9</b>	<b>213.4</b>

# CONTACTING COUNCIL

---

## COUNCIL OFFICES

**Ballan**, 15 Stead Street

**Bacchus Marsh**, Lerderderg Library – Customer Service, 215 Main Street

**Darley**, Civic & Community Hub, 182 Halletts Way

## OPENING HOURS

**Weekdays:** 8.30am – 5.00pm (all offices)

**Saturdays:** 10.00am – 4.00pm (Lerderderg Library only)

## GENERAL INFORMATION

**Telephone:** 03 5366 7100

**Facsimile:** 03 5368 1757

**Website:** [www.moorabool.vic.gov.au](http://www.moorabool.vic.gov.au)

**Email:** [info@moorabool.vic.gov.au](mailto:info@moorabool.vic.gov.au)

**Mail to:** PO Box 18, Ballan, 3342

Interpreter and TTY service available



moorabool shire council



@mooraboolshire



# Moorabool Vision 2021

VIBRANT AND RESILIENT COMMUNITIES  
WITH UNIQUE IDENTITIES

## 11.1.2 Consideration for the Proposal 2017/18 Annual Budget

### Introduction

File No.: 07/01/011  
Author: Steven Ivelja  
General Manager: Phil Jeffrey

In accordance with Section 130 of the Local Government Act 1989 (the Act) Council is required to formally adopt the 2017/18 Annual Budget by 30 June 2017 (for 2017/18 the Minister for Local Government has extended this due date to 31 August 2017).

As resolved by Council on 3 May 2017, the proposed Budget was placed on public exhibition from Tuesday 9 May 2017 to Tuesday 6 June 2017 inclusive, calling for submissions as required under Section 223 of the Act. This was advertised in The Moorabool News on 9 May 2017 and the Ballarat Courier on 13 May 2017.

Section 223 of the Act requires Council to follow a process of enabling submissions to be received. There were 32 written submissions received by 6 June 2017. Council considered submissions at the Special Meeting of Council on 21 June 2017 and resolved as follows:

1. *That the 32 submissions be received;*
2. *That Council takes into consideration the matters raised within the submissions in consideration of the 2017/18 Annual Budget at the Special Meeting of Council on 21 June 2017; and*
3. *That following the adoption of the 2017/18 Annual Budget, responses are provided to each Submitter.*

Having completed all statutory requirements, the 2017/18 Annual Budget can now be considered for adoption.

### Background

The Proposed 2017/18 Annual Budget recognises the importance of setting a clear direction for the future, achieving measurable objectives, encouraging community input and consultation, and being financially responsible. It is part of a financial plan that aims to secure a viable and sustainable path to achieve the Shire's objectives.

The budget includes a rate increase of 2.0%. This is in line with the Fair Go Rates System (FGRS) which has capped rates increases by Victorian Councils. Despite the cap on rates, Council has been able to minimise the rate burden on residents through the use of stringent budget and fiscal controls.

## Policy Implications

The 2013 – 2017 Council Plan provides as follows:

<b>Key Result Area -</b>	Continuous Improvement in Council Services
<b>Objective -</b>	Sound, long term financial management
<b>Strategy -</b>	Develop and maintain a long term financial planning, management and reporting system, which ensures resources to deliver services and manage Council's assets.

The consideration of the Proposed 2017/18 Annual Budget is consistent with the 2013-2017 Council Plan.

## Budget Amendments and related matters

Since the Proposed Budget was presented to Council there are some suggested amendments to the Operating budget. New or updated information has become available and these amendments are highlighted below.

### Indicative Financial Assistance Grant Allocations for 2017/18

On 19 May 2017, Council was advised by the Victorian Grants Commission of its indicative Financial Assistance Grants for 2017/18. As a result of this preliminary advice, it is likely that Council will receive \$134,547 less than the level estimated in the 2017/18 Proposed Budget. The decrease is made up of;

**Table 1.1; Changes to Grants Commission Funding**

	Proposed Budget	Indicative	
	2017/18	2017/18	Change
General Purpose Grant	4,273,001	4,185,503	(87,498)
Local Roads Grant	1,846,482	1,799,433	(47,049)
<b>Total</b>	<b>6,119,483</b>	<b>5,984,936</b>	<b>(134,547)</b>

## Capital Improvement Program and Capital Grants

The Draft Budget 2017/18 included an allowance of \$1.5m toward the detailed design and construction commencement of the Ballan Depot project. The project is part of an overall commitment of \$3.15m toward the Ballan Depot relocation.

Since the Draft Budget 2017/18 was released for public consultation, it is proposed that the allowance for the Ballan Depot relocation be reduced by \$1m in 2017/18 to better reflect the likely pattern of actual expenditure that will be incurred toward the project. Under this proposal, the revised scoping will allow for detailed design, consultation and tendering to occur in 2017/18. This will also allow Council the capacity to assess the feasibility of project partnering and collaboration with other agencies or bodies which may deliver future benefits. The reduction in \$1m in 2017/18 has been deferred to later years of the Strategic Resource Plan and is a timing change only.



In addition to this, capital grants will increase by \$614,971 mainly due to new funding approved for rehabilitation works on Triggs Road, Bungaree (\$407,971). There is also an additional \$207,000 in grants budgeted for in 2016/17 that will not be received until the 2017/18 financial year. Further to this, it is estimated that the carried forward capital expenditure from the 2016/17 year will increase from \$3.608m to \$4.267m.

Overall, the changes will impact the Capital improvement by \$67k. The table below shows these amendments and the impact on the overall Capital improvement program;

**Table 1.2; Changes to Statement of Capital Works**

Statement of Capital Works			
	Proposed Budget	Adjusted Budget	Variance
	2017/18 \$'000	2017/18 \$'000	2017/18 \$'000
<b>Property</b>			
Land	0	0	0
Buildings	2,864	1,834	(1,030)
Building improvements	0	0	0
<b>Total property</b>	<b>2,864</b>	<b>1,834</b>	<b>(1,030)</b>
<b>Plant and equipment</b>			
Plant, machinery and equipment	1,820	2,491	671
Computers and telecommunications	0	0	0
Library books	0	0	0
<b>Total plant and equipment</b>	<b>1,820</b>	<b>2,491</b>	<b>671</b>
<b>Infrastructure</b>			
Roads	5,468	5,876	408
Bridges	881	881	0
Footpaths	879	879	0
Drainage	0	0	0
Recreational, leisure and community facilities	3,001	3,001	0
Parks, open space and streetscapes	0	0	0
Other infrastructure	8	26	18
<b>Total infrastructure</b>	<b>10,238</b>	<b>10,663</b>	<b>425</b>
<b>Total capital works expenditure</b>	<b>14,922</b>	<b>14,989</b>	<b>67</b>
<b>Represented by:</b>			
Asset renewal expenditure	9,981	11,060	1,079
New asset expenditure	3,983	3,001	(983)
Asset upgrade expenditure	958	928	(30)
Asset expansion expenditure	0	0	0
<b>Total capital works expenditure</b>	<b>14,922</b>	<b>14,989</b>	<b>67</b>

### New Initiatives

The Draft 2017/18 Budget proposed an allowance of \$193k to be allocated toward strategic waste projects including an allowance of \$100k to engage suitably qualified consultants to assist with the process. This initiative was proposed to be fully funded from the Closed Landfill Rehabilitation cash reserve.

Since the draft budget was endorsed for consultation, further advice received indicates that the \$100k expenditure on consultants be deferred pending the outcome of strategic work currently happening within the waste sector which will better inform how these funds could be spent. As a result, it is recommended that \$100k proposed expenditure be deferred to a later year.

### **Other Adjustments**

Other minor adjustments include the following;

- Bridge Testing Grant (Funds provided by the State Government to undertake bridge testing on two bridges on Woolpack Road, Bacchus Marsh) – Council will receive \$20,000 in funding for this project. Overall the net cost to Council is zero.
- School Crossings – Council has been advised that there will be an increase of \$22,842 in funding to help subsidise the cost of School Crossings.
- Interest expense will be decrease by \$68,322 due to the deferral of borrowings in the 2016/17 financial year in addition to the reduction in borrowing requirements resulting from the proposed deferral of \$1.0M on the Ballan Depot relocation in 2017/18
- Salary costs have been amended to reflect any staffing movements since the early stages of the 2017/18 budget process. Overall there is a saving of \$20,614.
- Income from Road Opening Permits is expected to increase by \$6,000.

### **Summary of Adjustments**

Overall the changes will impact the Comprehensive Income Statement by \$698k. The table below shows these amendments and the impact on the overall surplus for the 2017/18 Budget.

**Table 1.3; Changes to Comprehensive Income Statement**

<b>Comprehensive Income Statement</b>			
	<b>Proposed Budget</b>	<b>Adjusted Budget</b>	<b>Variance</b>
	<b>2017/18 \$'000</b>	<b>2017/18 \$'000</b>	<b>2017/18 \$'000</b>
<b>Income</b>			
Rates and charges	32,107	32,107	0
Statutory fees and fines	877	877	0
User fees	2,476	2,482	6
Contributions - monetary	2,157	2,157	0
Contributions - non-monetary assets	4,635	4,635	0
Grants - Operating (recurrent)	9,312	9,201	(112)
Grants - Operating (non-recurrent)	165	185	20
Grants - Capital (recurrent)	879	879	0
Grants - Capital (non-recurrent)	1,198	1,813	615
Other income	1,013	1,013	0
Interest received	444	444	0
<b>Total income</b>	<b>55,262</b>	<b>55,792</b>	<b>529</b>
<b>Expenses</b>			
Employee costs	19,173	19,152	21
Materials and services	14,637	14,557	80
Depreciation and amortisation	9,664	9,664	0
Finance costs	876	808	68
Other expenses	755	755	0
Net gain on disposal of property, infrastructure, plant and equipment	1,500	1,500	0
<b>Total expenses</b>	<b>46,604</b>	<b>46,435</b>	<b>169</b>
<b>Surplus (deficit) for the year</b>	<b>8,658</b>	<b>9,357</b>	<b>698</b>

**Budget Submissions**

There were 32 written submissions received by 6 June 2017. Council considered submissions at the Special Meeting of Council on 21 June 2017 and resolved as follows:

1. *That the 32 submissions be received;*
2. *That Council takes into consideration the matters raised within the submissions in consideration of the 2017/18 Annual Budget at the Special Meeting of Council on 21 June 2017; and*
3. *That following the adoption of the 2017/18 Annual Budget, responses are provided to each Submitter.*

In addition to the high number of budget submissions, a petition was received in relation to safety and traffic issues related to Gordon Primary School. Further to the Special Meeting of Council on the 21 June 2017 and receipt of the petition, it is recommended that a detailed report be brought to Council in the coming months to assess a number of potential options to address the current problems at the school. The report will also contain a number of accelerated funding options if Council decide to prioritise the project as part of the 2017/18 financial year.

## Financial Implications

The 2017/18 Annual Budget has been prepared within the adopted five year Strategic Financial Plan. This will allow Council to improve its financial sustainability and balance the building of new infrastructure with maintaining our existing infrastructure.

## Communications Strategy

In accordance with Section 223 of the Act, Council considered submissions on 21 June 2017. Council received 32 written submissions, with the following people requesting to speak to their submission:

- Tanya Bostock - on behalf of Gordon Primary joint submission
- Allison Giofches - on behalf of Gordon Primary joint submission
- Russel Cowan - on behalf of Gordon Primary joint submission
- Kate Sharkey/Chris Sharkey - Sharkey Road, Balliang East
- Scott Graham - Gordon Main Street Reference Group

The following outlines the timetable for the communication and adoption of the 2017/18 Annual Budget:

<b>Timetable for the Proposal and Adoption of the 2017/18 Annual Budget</b>	
Proposed 2017/18 Annual Budget presented for Council adoption and Public Notification	3 May 2017
Advertise Proposed 2017/18 Annual Budget, inviting public inspection and submissions according to Section 223 of the Local Government Act 1989, in Council's nominated newspapers	9 May to 6 June 2017
Consider public submissions per Section 223(1)(b) of the Local Government Act 1989 for the Proposed 2017/18 Annual Budget	21 June 2017
Formally adopt 2017/18 Annual Budget	05 July 2017
Submit 2017/18 Budget to the Minister for Local Government	06 July 2017
Public Notice – Adoption of 2017/18 Annual Budget	11 July 2017

## Victorian Charter of Human Rights and Responsibilities Act 2006

In developing this report to Council the briefing officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.

### **Officer's Declaration of Conflict of Interests**

Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

*General Manager – Phil Jeffrey*

In providing this advice to Council as the General Manager, I have no interests to disclose in this report.

*Author – Steven Ivelja*

In providing this advice to Council as the Author, I have no interests to disclose in this report.

### **Conclusion**

The budget presents Council's immediate and longer-term financial strategy and links the actions set out in the Council Plan. It also identifies the capital works and services the community can expect from Council during the 2017/18 financial year and beyond.

### **Recommendation:**

- 1.1 That Council adopts the amendments to the budget related to Financial Assistance Grants based on preliminary advice received from the Victorian Grants Commission as appended in Table 1.1.**
- 1.2 That Council adopts the proposed amendments discussed that comprise the movement in Councils Statement of Capital Works in Table 1.2.**
- 1.3 That Council adopts all other proposed amendments discussed that comprise the net movement in Councils surplus as appended in Table 1.3.**
- 1.4 That having considered the details of the 2017/18 recurrent and capital budget appended to this report, which includes:
  - 1.3.1 – Mayor's Introduction**
  - 1.3.2 – Chief Executive Officer's Summary**
  - 1.3.3 – Budget Reports (contains all statutory requirements)**
  - 1.3.4 – Budget Analysis (best practice)**
  - 1.3.5 – Long Term Strategies**
  - 1.3.6 – Appendix A – Fees and charges schedule**
  - 1.3.7 – Appendix B – Budget process**the proposed operating and capital budget 2017/18 be the budget prepared for the purposes of section 127 of Act.**
- 1.5 That in accordance Regulation 8 of the Regulations, Council declares its intention to borrow \$3.662m (\$2.790m deferred from 2016/17). Loan redemption for 2017/18 will be \$1.364m.**
- 1.6. General Rates**

- 1.6.1 That in accordance with Section 158 of the Local Government Act 1989, Council declares a General Rate for the rating period commencing 1 July 2017 and ending 30 June 2018.**
- 1.6.2 It be further declared that the general rate be raised by the application of differential rates.**
- 1.6.3 A differential rate be declared for rateable land having the respective characteristics specified in the Schedule to this resolution, which characteristics will form the criteria for each differential rate so declared:**

<b>Category</b>	<b>Cents/\$CIV</b>
Commercial & Industrial Rate	0.006668
Commercial & Industrial Vacant Land	0.010835
Extractive Industry Rate	0.013002
Farm Rate	0.003250
General Rate	0.004167
Vacant Land General	0.008751
Vacant Land FZ and RCZ	0.004167
Vacant Land GRZ	0.010418
Residential Retirement Villages	0.003751

- 1.6.4 Each differential rate will be determined by multiplying the Capital Improved Value (CIV) of each rateable land (categorised by the characteristics described in the Schedule to this Resolution) by the relevant percentages.**
- 1.6.5 It be recorded that Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions, and that:**
- 1.6.5.1 the respective objectives of each differential rate be those specified in the Schedule to this Resolution; and**
  - 1.6.5.2 the respective types or classes of land which are subject to each differential rate be those defined in the Schedule to this Resolution; and**
  - 1.6.5.3 the respective uses and levels of each differential rate in relation to those respective types or classes of land be those described in the Schedule to this Resolution; and**
  - 1.6.5.4 the relevant**
    - (a) uses of;**
    - (b) geographical locations of; and**
    - (c) Planning Scheme zonings of; and**
    - (d) types of buildings on the respective types or classes of land be those identified in the Schedule to this Resolution.**

## **1.7. Municipal Charge**

- 1.7.1 It be confirmed that no municipal charge is declared in respect of the 2017/18 Financial Year.**

## **1.8. Annual Service Charge**

**1.8.1 An annual service charge be declared in respect of the 2017/18 Financial Year.**

**1.8.1.1 The annual service charge be declared in respect of the period 1 July 2017 to 30 June 2018.**

**1.8.1.2 The annual service charge be declared for the collection and disposal and management of refuse from land.**

**1.8.1.3 The annual service charge be in the sum of, and be based on the criteria, set out below:**

- (i) \$144 per annum for each property that is within the defined urban service area to which a domestic waste collection service is available;**
- (ii) \$144 per annum for each property that is within the defined rural service area to which a domestic waste collection service is available;**
- (iii) \$144 per annum for each property that is not within a defined service area, to which a domestic waste collection service is provided;**
- (iv) \$101 per annum for all rateable properties in all Wards including:**
  - (a) each rateable land that is "farm land" within the meaning of section 2(1) of the Valuation of Land Act 1960 and is a 'single farm enterprise' within the meaning of Section 159(8) of the Local Government Act 1989; and**
  - (b) each other rateable land, from which there is capable of being generated waste which can be deposited by a ratepayer or resident at a landfill or waste transfer station or any other litter facility.**
- (v) \$35 per annum for all rateable properties in all Wards including:**
  - (a) each rateable land that is "farm land" within the meaning of section 2(1) of the Valuation of Land Act 1960 and is a 'single farm enterprise' within the meaning of Section 159(8) of the Local Government Act 1989; and**
  - (b) each other rateable land, from which there is capable of being generated waste which can be deposited by a ratepayer or resident at a landfill or waste transfer station or any other litter facility.**
- (vi) \$80 per annum non-compulsory and optional charge within the urban (residential and low density residential) areas of Bacchus Marsh and Ballan for kerbside greenwaste collection service.**

The defined service areas outlined above and the designated routes are defined on a plan, which can be viewed at the Council offices.



## **1.9. Rebates & Concessions**

**1.9.1** It be recorded that Council grants to each owner of rateable land who is an "eligible recipient" within the meaning of the State Concessions Act 1986, a rebate of an amount determined by the Department of Human Services in respect of their principal place of residence. The criterion for "eligible recipient" is also determined by the Department of Human Services.

## **1.10. Payment**

**1.10.1** All rates and charges to be paid in four instalments, in accordance with Section 167 (1) and (2) of the Local Government Act 1989.

**1.10.2** Unless Council resolves otherwise, a person may only pay rates and charges as a lump sum if payment is made on or before 15 February 2018.

## **1.11. Consequential**

**1.11.1** It be confirmed that, subject to sections 171 and 172 of the Local Government Act 1989, Council will require a person to pay interest on any rates and charges which:

**1.11.1.1** that person is liable to pay;

**1.11.1.2** have not been paid by the date specified for their payment.

**1.12** That it is proposed that an amount of \$32,107,500 be declared as the amount Council intends to raise from the general rates and charges (including Supplementary and Special Rates) for the period from 1 July 2017 to 30 June 2018.

**1.13** That in accordance with Section 158 of the Act and Regulation 8 of the Regulations, detailed information concerning General Rates and Special Rates and charges is appended to this report.

**1.14** That as part of the public presentation process for the proposed budget, the following actions were undertaken in accordance with:

**1.14.1** Sections 127 and 129 of the Act and Regulation 9 of the Regulations – that the proposed 2017/18 budget be made available for public inspection.

**1.14.2** Section 129 of the Act and Regulation 9 of the Regulations – that the Chief Executive Officer be authorised to give public notice that the Proposed 2017/18 Annual Budget has been prepared and is available for public inspection.

**1.14.3** Sections 158 to 162 of the Act and Regulation 9 of Regulations - that Council give public notice and have ready for public inspection all prescribed information to be available from 9 May until 6 June 2017.

- 1.15 That Council resolved to allow 28 days for submissions to be made by members of the public and that all submissions are to be made in the prescribed manner. Council heard submissions on Wednesday 21 June 2017 at the James Young Room, Lerderderg Library, Bacchus Marsh.**
- 1.16 That in accordance with Section 130 of the Act, Council resolves to notify and place on public notice its intention to adopt the 2017/18 Annual Budget on 5 July 2017 at a Special Meeting of Council to be held at the Ballan Council Chamber, 15 Stead Street, Ballan.**
-

## **SCHEDULE**

---

### **Differential Rating Categories**

#### **General Developed Land**

##### **Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- 1 Construction and maintenance of public infrastructure; and
- 2 Development and provision of health and community services; and
- 3 Provision of general support services.

##### **Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

##### **Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

##### **Geographic Location:**

Wherever located within the municipal district.

##### **Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

##### **Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

##### **Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the end of the financial year.

**Definition:**

Any land:

- on which a dwelling is lawfully erected and occupied for the principal purpose of physically accommodating persons; and
- which does not have the characteristics of:
  - o Commercial and Industrial Land;
  - o Vacant Commercial and Industrial Land;
  - o Extractive Industry Land;
  - o Farm Land
  - o Residential Retirement Villages Land;
  - o Vacant General Land;
  - o Vacant FZ and RCZ Land; or
  - o Vacant GRZ.

**Commercial and Industrial Land****Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

**Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

**Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

**Geographic Location:**

Wherever located within the municipal district.

**Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

**Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

**Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial year.

**Definition:**

Any land which is lawfully used:

- for the principal purpose of carrying out the manufacturing or productions of goods; or
- for the principal purpose of carrying out trade in goods or services.

## **Vacant Commercial and Industrial Land**

### **Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

### **Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

### **Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

### **Geographic Location:**

Wherever located within the municipal district.

### **Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

### **Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### **Definition:**

Any land:

- located within an Industrial or Commercial zone under the Moorabool Planning scheme; and
- which is vacant; or
- not lawfully developed for the principal purpose of carrying out the manufacturing or production of goods or trade in goods or services; and
- which does not have the characteristics of General Developed Land.

## **Extractive Industry Land**

### **Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

### **Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

### **Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

### **Geographic Location:**

Wherever located within the municipal district.

### **Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

### **Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### **Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial year.

### **Definition:**

Any land;

- which is used primarily for the extraction or removal of minerals, earth or stone including the treatment of minerals, earth or stone; or
- on which activities for the extraction or removal of minerals, earth or stone including the treatment of minerals earth or stone have been discontinued but which has not yet been rehabilitated to environmental standards as required by law.



**Farm Land****Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

**Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

**Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

**Geographic Location:**

Wherever located within the municipal district.

**Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

**Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

**Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial year.

**Definition:**

Any land;

- which is “farm land” within the meaning of section 2(1) of the Valuation of Land Act 1960.

## **Vacant General Land**

### **Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

### **Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

### **Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

### **Geographic Location:**

Wherever located within the municipal district.

### **Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

### **Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### **Definition:**

Any land;

- on which no building is lawfully erected; and
- which does not have the characteristics of;
  - o Vacant commercial and Industrial Land; or
  - o Vacant FZ and RCZ Land; or
  - o Vacant GRZ Land.

**Vacant FZ and RCZ Land****Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

**Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

**Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

**Geographic Location:**

Wherever located within the municipal district.

**Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

**Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

**Definition:**

Any land;

- on which no building is lawfully erected; and
- which is located within the Farm Zone (FZ) or Rural Conservation Zone (RCZ) under the Moorabool Planning Scheme; and
- which does not have the characteristics of Farm Land.

**Vacant GRZ Land****Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

**Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

**Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

**Geographic Location:**

Wherever located within the municipal district.

**Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

**Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

**Definition:**

Any land;

- on which no building is lawfully erected; and
- which is located within the General Residential Zone (GRZ) under the Moorabool Planning Scheme.

**Residential Retirement Village Land****Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

**Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

**Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

**Geographic Location:**

Wherever located within the municipal district.

**Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

**Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

**Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial year.


**Definition:**

Any land:

- Which is defined as a Retirement Village land under the *Retirement Villages Act 1986*.

---

**Report Authorisation****Authorised by:**

**Name:** Phil Jeffrey   
**Title:** General Manager Infrastructure  
**Date:** Wednesday 5 July 2017

# Attachment - Item 11.1.2

# Moorabool Shire Council



## 2017/18 Proposed Annual Budget





Contents	Page
Mayor's introduction	3
Chief Executive Officer's summary	8
<b>Budget reports (contains all statutory requirements)</b>	
1. Link to the Council Plan	13
2. Services and service performance indicators	19
3. Financial statements	30
4. Financial performance indicators	37
5. Other budget information (grants, borrowings)	39
6. Detailed list of capital works	42
7. Rates and charges	49
<b>Budget analysis (best practice)</b>	
8. Summary of financial position	63
9. Budget influences	68
10. Analysis of operating budget	73
11. Analysis of budgeted cash position	80
12. Analysis of capital budget	83
13. Analysis of budgeted financial position	88
<b>Long term strategies</b>	
14. Strategic resource plan	92
15. Rating information	94
16. Other long term strategies	96
<b>Appendices</b>	
A Fees and charges schedule	100
B Budget process	124

## Mayor's introduction

It gives me great pleasure to present this Budget to the residents of Moorabool Shire Council. The Proposed Budget 2017/18 is Council's second under the Victorian State Government's new rate capping regime. The budget is premised on general rate increase of 2.0 percent in the 2017/18 financial year, in line with the maximum cap announced under the Fair Go Rates System (FGRS).

This budget builds on our Council Plan 2017-2021 vision which focuses on the following four key areas:

- Providing Good Governance and Leadership
- Minimising Environmental Impact
- Stimulating Economic Development
- Improving Social Outcomes

The Council Plan 2017-2021 (Year 1), sets out our strategic plan to deliver our vision over the full term of the Council. As this is the first year of the current Council term, the focus over the next year will be on planning and design activities to deliver our current commitments.

The proposed budget details the resources required over the next year to fund the large range of services we provide to the community. It also includes details of proposed capital expenditure allocations to improve and renew our Shire's physical infrastructure, buildings and operational assets as well as funding proposals for a range of new initiatives.

As Councillors, it is our job to listen to community sentiment and understand your priorities. During and following the Council elections in 2016 we have consistently heard that Council's services are valued by the community, and that Council also needs to be financially responsible and keep its rates as low as possible. In response, Council has continued an enterprise wide approach to identify savings that don't impact on its services, to provide increased value for money to ratepayers. Council will continue to focus on identifying sustainable cost savings that will enable it to deliver on our Council Plan to deliver high quality, responsive and accessible services to the community.

The proposed budget proposes a rate increase of 2.0%. This is in line with the Fair Go Rates System (FGRS) which has capped rates increases by Victorian Councils. Despite the cap on rates, Council has been able to minimise the rate burden on residents through the use of stringent budget and fiscal controls. Council has reduced operating expenditure by nearly \$5 million in the past 5 years in comparison to our Strategic Financial Plan projections, whilst maintaining service levels, and continues to explore other revenue sources to assist in keeping rates as low as possible.

Council will also be increasing other fees and charges under a "user-pays" model to be cost reflective, and inclusive of indirect costs.

I am pleased to announce that Council will undertake a significant Capital Works program for 2017/18 totalling \$14.922 million (includes \$3.608 million in projects carried forward from 2016/17) for the progression of major projects and funding of capital renewal and upgrade projects.

A \$9.981 million (including projects carried forward from 2016/17) asset renewal program forms a significant part of the capital works budget, with:

- \$5.001 million being spent on road rehabilitations
- \$1.820 million on plant replacement and library stock purchases
- \$1.724 million on bridges, drains and recreation / leisure assets
- \$0.774 million on footpaths and cycleways
- \$0.661 million on buildings

Further to this, \$4.941 million has been allocated to new and upgrade capital projects to be implemented across the municipality. As part of this program, a number of major projects will be funded:

- Ballan Depot \$1.500 million (part of an overall \$3.150 million project)

- Bacchus Marsh Racecourse and Recreation Reserve Sporting Facilities \$1.450 million (part of an overall \$4.800 million in stage 1 works)

Ballan Depot - To progress the design and begin construction of a new municipal works depot at Ballan to relocate it from the existing inadequate location in the residential parts of Ballan to the industrial area.

Bacchus Marsh Racecourse and Recreation Reserve - Council is making an allocation to the provision of sports ovals at Bacchus Marsh Racecourse and Recreation Reserve. Application for major grant funds has been made and pending the decision of this will determine the final project outcome. The objective is to construct new active recreation spaces and sports ovals to cater for the growth of Bacchus Marsh adjacent to new residential estates. Ultimately, the project will include a number of multi-purpose ovals, soccer pitches, pavilions, BMX facilities with associated parking and utility upgrades whilst catering for existing users. The overall project will be a staged approach in line with recent strategy and masterplan development.

Some of the key projects proposed as part of the 2017/18 Capital Program include:

- Plant Replacement Program and Library Books Replacement (\$1.820 million)
- Old Melbourne Road, Gordon - Pavement Rehabilitation & Widening (\$0.549 million)
- Egerton-Ballark Road, Bungal - Pavement Rehabilitation (\$0.524 million)
- Berry Street, Ballan - Pavement Rehabilitation & Widening (\$0.500 million)
- Woolpack Road, Bacchus Marsh - Pavement Rehabilitation & Widening (\$0.465 million)
- Inglis Street, Ballan - Footpath (\$0.400 million)
- Old Melbourne Road, Ballan - Deck Overlay & Abutment Strengthening Works (\$0.300 million)
- Butter Factory Road, Wallace - Pavement Rehabilitation & Widening (\$0.250 million)
- Halletts Way, Darley - Deep Lift Asphalt (\$0.250 million)
- Carween Lane, Ballan - Pavement Rehabilitation (\$0.208 million)
- Triggs Road, Bungaree - Pavement Rehabilitation (\$0.205 million)
- Ingliston Road, Ingliston - Gravel Road Resheet (\$0.150 million)
- Morrisons Lane, Korobeit - Gravel Road Resheet (\$0.133 million)
- Maddingley Park Pavilion Improvements (\$0.120 million)
- Wittick Street, Darley - Footpath (\$0.085 million)

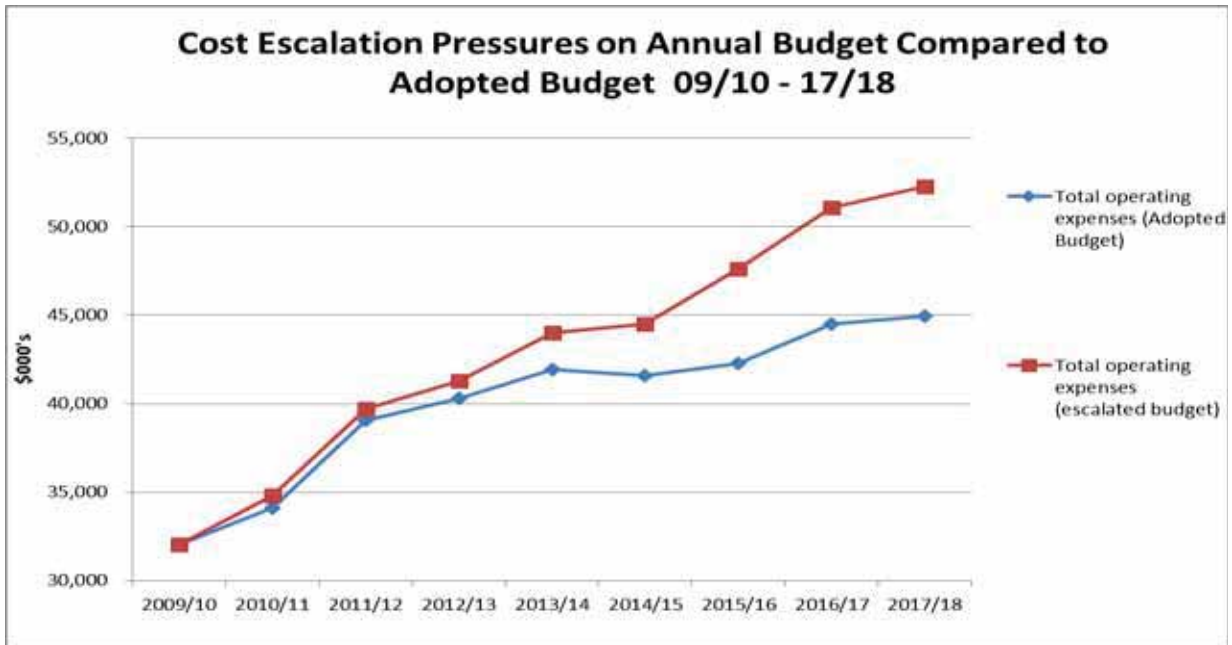
In addition to the planned Capital Works Program, the 2017/18 Annual Budget will fund a number of new initiatives being:

- Strategic Waste Projects (\$0.193 million)
- Coordinator Digital Futures (\$0.103 million)
- Tree Planting - Streets & Reserves (\$0.100 million)
- MSS Review & Amendment Implementation (\$0.080 million)
- Ballan Office and Depot Masterplan (\$0.070 million)
- Intranet Design & Implementation (\$0.060 million)
- Building Inspector - Continuation (\$0.050 million)
- Aquatic Water Play Strategy (\$0.050 million)
- Ballan Recreation Reserve Masterplan (\$0.050 million)
- Town Centre Revitalisation Alliance (\$0.040 million)
- Library Extended Opening Hours (\$0.034 million)
- Local Area Traffic Management Study (\$0.025 million)
- Cleaning of Public Toilets (\$0.020 million)

**In total, the Council is investing \$0.953 million in new service initiatives across service areas.**

For 2017/18, the community will see a continued improvement in the long term financial sustainability of the Council. In a difficult economic environment, this Council will oversee a significant improvement in a number of financial performance measures which will provide a significant long term benefit to the community in the form of improved infrastructure and expanded services.

As an indication of the extent to which Council has driven efficiency and cost savings over the last few years, a table has been presented below to show the increase in total operating expenditure over the last 7 years. The following graph compares the Adopted Budget Operating expenses from 2009/10 to 2016/17 (blue line) with total Operating expenses for 2009/10 to 2016/17 (red line) if total operating expenses continued to grow based on the annual cost escalation pressures of CPI, Enterprise Bargaining Agreements and salary banding movements, population growth and the impact of other external factors (such as the impact of carbon tax, landfill levy increases and the annual impact of new staff and new initiatives).



The above table indicates that a high level of rigour has been placed on cost control in the 2017/18 Budget. This result has been achieved in spite of the twin pressures of CPI and population growth which are predicted to increase at around 2.0% - 2.5% and 2.6% respectively. Additionally, this result has been achieved whilst at the same time accommodating \$0.953 million in new initiatives for the benefit of the community.

Council's achievements in finding efficiencies is further highlighted by its performance in key measures published on the "Know Your Council" website (<https://knowyourcouncil.vic.gov.au/>). This website provides an opportunity for residents to access consistent information in regard to the performance of local councils across Victoria. The below table demonstrates how Moorabool is a low spending, low rating Council in comparison to other Victorian Councils.

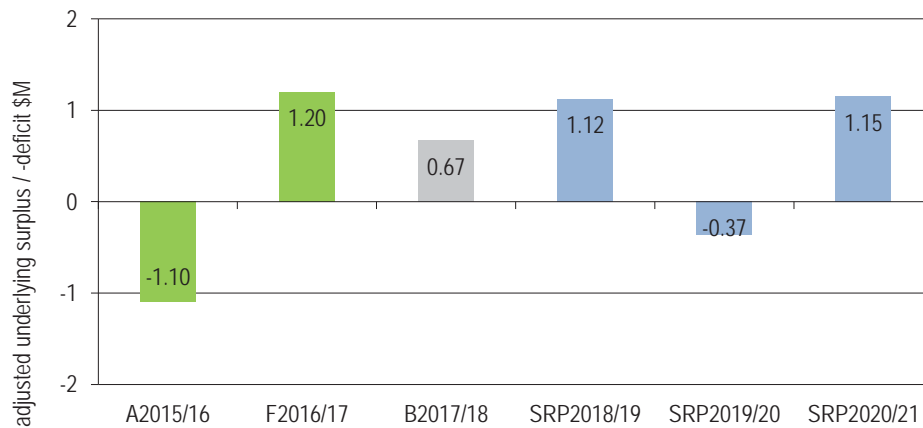
Performance Measure	Moorabool 2015/16	Similar Councils 2015/16	All Councils 2015/16
Average Residential Rate Per Residential Property Assessment	\$ 1,460.85	\$ 1,574.86	\$ 1,524.69
Expenses Per Property Assessment	\$ 2,677.65	\$ 3,133.51	\$ 2,948.33
Expenses Per Head of Municipal Population	\$ 1,410.85	\$ 2,037.24	\$ 1,834.40

Despite Council's efficiencies and cost saving achievements, Moorabool Shire receives significantly less State and Federal funding than other municipalities, this shortfall invariably results in higher rates and user fees being required. The below table taken from the "Know Your Council" website demonstrates this;

Performance Measure	Moorabool 2015/16	Similar Councils 2015/16	All Councils 2015/16
Recurrent Grants Per Head of Municipal Population	\$ 268.03	\$ 400.13	\$ 354.89

Council will continue to work with other levels of Government and advocate for fairness and equity in its dealings with both the State and Federal Governments to ensure that the concerns and needs of Moorabool residents are understood.

### Adjusted Underlying surplus / -deficit \$M

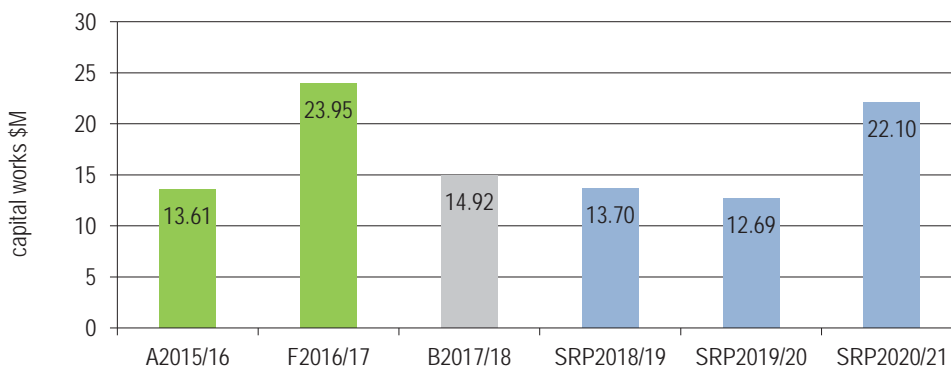


A = Actual F = Forecast B = Budget SRP = Strategic Resource Plan estimates

Despite the challenges of population growth, increases in CPI and a difficult economic environment where government funding has and will continue to remain flat, the Council is able to demonstrate an improvement in its underlying deficit demonstrating a key focus on ensuring the ongoing sustainability and viability of the Shire. Whilst further effort is required, Council is able to demonstrate it is on the right track.

As a result of the continued improvement in the Shire's finances, the community will ultimately benefit through increased levels of service and improved infrastructure going forward. The table below provides a high level snapshot of the forward outlook for Capital Works for the next 4 years and demonstrates a high level of investment in community infrastructure and assets.

### Forward outlook for Capital Works \$M



A = Actual F = Forecast B = Budget SRP = Strategic Resource Plan estimates

The 2017/18 capital budget includes some major projects as highlighted earlier. The future capital works programs show ups and downs depending on major projects occurring in those years. A steady capital works program is needed to reflect the continued expansion in the Shire's population in addition to meeting the community's growing expectations.

## **Rating Strategy**

As mentioned previously, Council rates will increase by 2.0%. When the Council Rate Notice is issued for the 2017/18 year, it will also include the costs of the Fire Services Levy that Council is collecting on behalf of the State Government. This will be the fifth year that the scheme will be in place. Even though Council receives funding to administer the Fire Services Levy, when Council calculates the time and effort required to administer the scheme in addition to the FSPL it is required to pay on Council owned properties, there is a significant net cost to the Council overall.

It is disappointing to note that Moorabool Shire is increasingly being subjected to the role of tax collector for other tiers of government as is shown by the Fire Services levy, the GST Act and various other levies and charges that Council administers on behalf of other tiers of government. Equally, it is disappointing that Council is required to embed in its waste charges the costs of the State landfill levy in addition to the additional burden of increased government regulation. As an extension to this, the proposal announced in the Federal Budget 2014 to freeze indexation of Financial Assistance Grants has further compounded some of the inherent inequities that are imposed on our Shire. The implementation of rate capping has further escalated pressures on the Shire and its ability to cope with the demands of population growth.

In summary, I am pleased to present the 2017/18 Budget to the residents of Moorabool. This Budget represents a significant improvement in the future financial outlook for the Shire despite a difficult economic environment. It will deliver increased level of services and infrastructure based on a rate increase that the Council has assessed as being financially responsible.

Council also has a long term financial plan for the long term sustainability of Moorabool Shire Council. This Budget has been developed in line with the parameters established in that plan.

We acknowledge the contribution of State and Federal Government grants in our Capital Works and service delivery programs.

**Cr David Edwards**  
**Mayor**

## Chief Executive Officer's Summary

Council has prepared a Budget for 2017/18 which is aligned to the vision in the Council Plan 2017/21. It seeks to maintain and improve services and infrastructure as well as deliver projects and services that are valued by our community, and do this within a 2.0% rate increase as set out under the Fair Go Rates System (FGRS). This rate increase is significantly lower than the level foreshadowed in Council's prior year Strategic Resource Plan.

This Budget projects a surplus of \$8.658 million for 2017/18, however, it should be noted that the adjusted underlying result is a surplus of \$0.668 million after adjusting for capital grants and contributions (refer Sections 5 and 10.1).

### 1. Key things we are funding

1) Ongoing delivery of services to the Moorabool community funded by a budget of \$46.604 million. These services are summarised in Section 2.1.

2) Continued investment in Infrastructure assets (\$10.238 million). This includes roads (\$5.468 million); bridges (\$0.881 million); footpaths and bicycle paths (\$0.879 million); recreational, leisure and community facilities (\$3.001 million); and other infrastructure (\$0.008 million). The Statement of Capital Works can be found in Section 3 and further details on the capital works budget can be found in Sections 6 and 12.

### Strategic Objective 1: Providing Good Governance and Leadership

3) The establishment of a new resource being a Coordinator of Digital Futures. This will be pivotal for the future progression of Council's Digital Services Strategy and leading the organisation on its path of a 'Digital First' vision. It will also assist service areas in the identification of where digital and online services can provide efficiencies, cost savings and streamline the service for them and the community. (\$0.103 million net cost)

4) The 2014 Digital Strategy identified a need to develop the requirements and functions of an Intranet that would meet Council staff requirements and enable a common, easily accessible system that provides linkages to policies, procedures, information and news for staff to be kept up to date on. (\$0.060 million net cost)

5) The current budget allocation for the cleaning of public toilets will be increased due to the addition of the Moon Reserve toilets and the additional cleaning required of existing toilet facilities for various Community Events. (\$0.020 million net cost)

### Strategic Objective 2: Minimising Environmental Impact

6) A new initiative that proposes utilising funds from the landfill reserve to employ a fixed term (2 years) Strategic Waste Officer to undertake research into Council's existing landfills, and develop a register of sites, risk analysis and action plan for the ongoing rehabilitation of the landfills. The proposal also includes an allocation of up to \$100,000 to engage suitably qualified consultants to assist with this process. In addition to the above, it is proposed that the officer would work towards a number of key actions outlined within Council's Waste Management & Resource Recovery Policy, as supported by the current Council Plan. (\$0.193 million net cost)

7) The establishment of a budget for the planting of new and replacement street and reserve trees within the Shire. Council is responsible for the management and maintenance of over 18,000 urban street and reserve trees. Whilst an annual budget allocation is made towards the maintenance of these trees, this initiative will provide a budget for planting of new or replacement trees. (\$0.100 million net cost)



### **Strategic Objective 3: Stimulating Economic Development**

8) Moorabool Strategic Statement (MSS) Review and Amendment Implementation - This review and amendment will update planning scheme strategic directions, whether in terms of key settlements (Bacchus Marsh and Ballan), smaller towns or the Shire as a whole. Council is required by legislation to review the performance of the planning scheme regularly. This has not been done comprehensively since 2008. The MSS is a core component of the planning scheme as it signals strategic direction for Council across the Shire. (\$0.080 million net cost)

9) Funding for the Bacchus Marsh Town Centre Revitalisation. These funds will lead to the creation of a Bacchus Marsh Town Centre Alliance to direct and advise on Town Centre work that has been previously identified as actions in a range of adopted strategies. (\$0.040 million net cost)

10) Funding for a Local Area Traffic Management Study. Moorabool Shire Council has been divided into three main urban local precincts, each one bound by arterial roads or other physical barriers such as creeks or rivers. The Local Area Traffic Management (LATM) Study is concerned with the planning and management of roads that Council is responsible for within these local traffic precincts. Rather than dealing with specific sites or isolated streets LATM studies are an area wide approach that considers neighbourhood traffic related issues and their proposed solutions in the context of the local precinct. (\$0.025 million net cost)

### **Strategic Objective 4: Improving Social Outcomes**

11) Extended opening hours. Council has proposed to extend the current opening hours of the Lerderberg Library, on 2 evenings a week, in order to better meet the needs of the local community and to allow them to utilise our resources more fully. Under this proposal the library would open from 8.30am – 8.00pm on 2 days per week, allowing the community to gain much greater value from this precious resource. (\$0.034 million net cost)

## **2. The Rate Rise**

a. The average rate will rise by 2.0% in line with the order by the Minister for Local Government on 19 December 2016 under the Fair Go Rates System.

b. Key drivers

i. To fund ongoing service delivery – business as usual (balanced with greater service demands from residents)

ii. To fund renewal of infrastructure and community assets

iii. To cope with growth in the population of Victorian residents (2.2% in the last year)

iv. To cope with cost shifting from the State Government (refer Paragraph 5)

v. To cope with a reduction in funding from the Commonwealth Government via the Victoria Grants Commission caused by their freezing of indexation of the grant

c. This is not a revaluation year. Valuations will be as per the General Revaluation dated 1 January 2016 (as amended by supplementary valuations).

d. Waste Management Charges of \$136 (0.74% increase) for non-Serviced Properties in 2017/18

Waste Management Charges of \$280 (0.36% increase) for Serviced Properties in 2017/18

e. Note that for every \$100 in taxes paid by Victorian residents, rates make up approximately \$3.50. The other \$96.50 goes to the State and Federal Governments.

f. Refer Section 7 for further Rates and Charges details.

## **3. Key Statistics**

- Total Revenue: \$55.262 million (2016/17 = \$60.652 million)

- Total Expenditure: \$46.604 million (2016/17 = \$49.009 million)

- Accounting Result: \$8.658 million surplus (2016/17 = \$11.643 million surplus)

(Refer Income Statement in Section 3)

(Note: Based on total income of \$55.262 million which includes capital grants and contributions)

- Underlying operating result: Surplus of \$0.668 million (2016/17 = Surplus of \$1.203 million)

(Refer Analysis of operating Budget in Section 10.1)

(Note: Underlying operating result is an important measure of financial sustainability as it excludes income which is to be used for capital, from being allocated to cover operating expenses)

- Cash result: \$1.970 million surplus (2016/17 = \$2.331 million deficit)

(Refer Statement of Cash Flows in Section 3)

This is the net funding result after considering the funding requirements to meet loan principal repayments and the reserve transfers.

- Total Capital Works Program of \$14.922 million
  - o \$10.669 million from Council operations (rates funded)
  - o \$1.806 million from borrowings
  - o \$0.370 million from asset sales
  - o \$2.077 million from external grants and contributions

#### **4. Budget Influences**

##### **External Influences**

The preparation of the budget is influenced by the following external factors:

- The Victorian State Government has introduced a cap on rate increases from 2016/2017. The cap for 2017/2018 has been set at 2.0% (2016/2017 - 2.5%).
- CPI for Victoria is forecast to be 2.0% for the 2017/2018 year (Victorian Department of Treasury & Finance, 2016-2017 Budget Update).
- The Victorian Wage Price Index is projected to be 2.5% in 2017/2018 (Victorian Department of Treasury & Finance, 2016-2017 Budget Update).
- Anticipated increases of 2.0% (or \$1.24 per tonne) in the levy payable to the State Government upon disposal of waste into landfill, resulting in additional waste tipping costs. The levy has increased from \$9 per tonne in 2008/2009 to a forecast \$63.27 per tonne in 2017/2018 (703% increase in 9 years).
- On going cost shifting. This occurs where Local Government provides a service to the community on behalf of the State and Federal Government. Over time the funds received by local governments do not increase in line with real cost increases.
- Councils across Australia raise approximately 3.5% of the total taxation collected by all levels of Government in Australia. In addition Councils are entrusted with the maintenance of more than 30% of the all Australian public assets including roads, bridges, parks, footpaths and public buildings. This means that a large proportion of Council's income must be allocated to the maintenance and replacement of these valuable public assets in order to ensure the quality of public infrastructure is maintained at satisfactory levels.
- The Fire Services Property Levy will continue to be collected by Council on behalf of the State Government with the introduction of the Fire Services Property Levy Act 2012.

##### **Internal Influences**

As well as external influences, there were also a number of internal influences arising from the 2016/17 year which have had a significant impact on the setting of the Budget for 2017/18. These include:

- A desire to improve Council's underlying position over the next five years.
- Council's decision during the year to bring the Leisure Services in-house.
- A need to focus on the level of funds provided for renewal and maintenance of existing assets.
- With Council's implementation of the Australian Business Excellence Framework there is a focus of continuous improvement and levels of service.

#### **5. Cost Shifting**

Cost shifting occurs when Commonwealth and State programs transfer responsibilities to local government with insufficient funding or grants which don't keep pace with delivery costs.

##### **Type 1: Cost Shifting for Specific Services**

Examples:

1. Library Services.
2. Maternal and Child Health.
3. School Crossing Supervision - The State Government has recently announced it will start to honour the existing agreement to pay 50% of the costs for school crossing supervision. It acknowledges that payments to Councils in the past have not covered the agreed 50% of the cost. While this announcement is welcomed the details of the level of payments in future have not yet been provided.
4. Administration of the state wide temporary Food registration system 'Streatrader' shifts responsibility the State Government to Council without increase funding.

### **Type 2: Loss of funding in General**

Examples:

5. A freeze on indexation of the federal financial assistance grants. The Commonwealth announced in its 2014-15 Budget that it will pause indexation of the total national pool of financial assistance grants to local government for three years (2014-15, 2015-16, 2016-17). The cumulative impact on Moorabool Shire Council for the three years was approximately \$0.843 million.

### **Type 3: Statutory fee that prohibits full cost recovery**

Examples:

6. After freezing planning fees since 2009, the State Government in October 2016 increased the allowable fees that Council may charge for these services. While this belated action is welcomed the new fees still do not cover the full cost of providing the service hence rate payers are still forced to subsidise the activities of developers across the Shire.

### **Type 4: Levies**

Examples:

7. State Government landfill levy - The levy has increased from \$9 per tonne in 2008/2009 to a forecast \$63.27 per tonne in 2017/2018. The increase from 2016/2017 to 2017/2018 is approximately 2%.

8. Animal registration levy.

### **Type 5: Statutory requirements lead to increased costs**

Examples:

9. Line clearance (cutting back tree branches around power lines).

## **6. Population Growth**

Councils population is forecast to be 33,171 in 2017, and forecast to increase by 60.59% to 53,270 by 2041.

## Budget Reports

The following reports include all statutory disclosures of information and are supported by the analysis contained in sections 8 to 15 of this report.

This section includes the following reports and statements in accordance with the Local Government Act 1989 and the Local Government Model Financial Report.

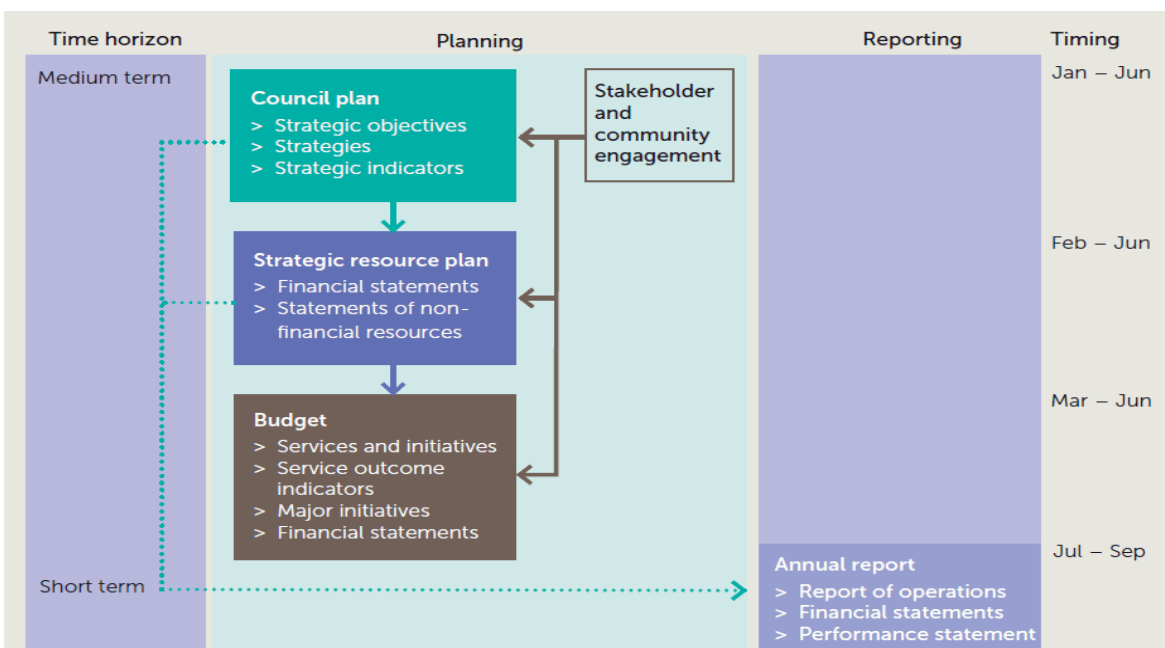
- 1 Links to Council Plan
- 2 Services and service indicators
- 3 Financial statements
- 4 Financial performance indicators
- 5 Grants and borrowings
- 6 Detailed list of capital works
- 7 Rates and charges

## 1. Link to the Council Plan

This section describes how the Annual Budget links to the achievement of the Council Plan within an overall planning framework. This framework guides the Council in identifying community needs and aspirations over the long term (Moorabool 2041), medium term (Council Plan) and short term (Annual Budget) and then holding itself accountable (Audited Statements).

### 1.1 Planning and accountability framework

The Strategic Resource Plan, is part of and prepared in conjunction with the Council Plan, and is a rolling four year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The Annual Budget is framed within the Strategic Resource Plan, taking into account the services and initiatives which contribute to achieving the strategic objectives specified in the Council Plan. The diagram below depicts the planning and accountability framework that applies to local government in Victoria.



Source: Department of Environment, Land, Water and Planning

In addition to the above, Council has a long term plan (Moorabool 2041) which articulates a community vision, mission and values. The Council Plan is prepared with reference to Council's long term Community Plan.

The timing of each component of the planning framework is critical to the successful achievement of the planned outcomes. The Council Plan, including the Strategic Resource Plan, is required to be completed by 30 June following a general election and is reviewed each year in advance of the commencement of the Annual Budget process.

### 1.2 Our purpose

#### Our vision

By 2021 we will see vibrant and resilient communities with unique identities.

## Our purpose

1. The Moorabool Shire Council exists to co-design local solutions that enable the Moorabool communities to prosper now and into the future. We do this by:

- Providing good governance and leadership
- Minimising environmental impact
- Stimulating economic development
- Improving social outcomes

2. The Council exists to be in service to the communities of the Moorabool Shire.

3. The Council is accountable to the community and has legislative responsibilities

## Our values

By living these values Council is able to build strong relationships internally, with the community and with partners.

- **I**ntegrity - I say what I mean and always do what's right.
- **C**reativity - I consider situations from multiple angles and perspectives.
- **A**ccountability - I have courage to make decisions and take ownership for their outcomes.
- **R**espect - I seek to understand and treat people how I would like to be treated.
- **E**xcellence - I take calculated risks to seek out better ways of doing things.

These values translate to the acronym I CARE.

**I CARE / WE CARE** will form the basis of community and organisational communications and branding for the period of this plan.

## 1.3 Strategic objectives

Council delivers activities and initiatives under 44 major service categories. Each contributes to the achievement of one of the four Strategic Objectives as set out in the Council Plan for the 2017-21 years. The following table lists the three Strategic Objectives as described in the Council Plan.

Strategic Objective	Description
<b>1. PROVIDING GOOD GOVERNANCE AND LEADERSHIP</b>	<p><b>CONTEXT 1A - OUR ASSETS AND INFRASTRUCTURE</b></p> <p><u>Definition</u> - Our assets and infrastructure enable us to deliver services to our communities. In order to deliver these services we must maintain and invest in our infrastructure to ensure that it is fit for purpose.</p> <p><u>Challenges</u> - Poor community infrastructure and plans for each asset class results in:</p> <ul style="list-style-type: none"><li>» The incorrect level of investment in maintaining, renewing, upgrading and providing new assets</li><li>» Low facility utilisation rates</li><li>» Facilities that are not readily accessible</li></ul> <p><u>Benefits</u> -</p> <ul style="list-style-type: none"><li>» Asset renewal gap is reduced</li><li>» Assets are fit for the purpose they were intended for</li><li>» Increased community satisfaction with infrastructure</li><li>» Infrastructure keeping up with population growth</li><li>» Infrastructure aligned to community needs</li></ul>

Strategic Objective	Description
---------------------	-------------

**1. PROVIDING GOOD GOVERNANCE AND LEADERSHIP (CONT.)**

**CONTEXT 1B - OUR PEOPLE**

Definition - Our people are our Councillors, staff, contractors and volunteers and are key to the planning and delivery of valued services to our communities and to the organisation. We will provide a workplace that is:

- » Supportive
- » Safe
- » Highly regarded
- » Innovative
- » Striving for excellence

We will ensure that governance systems are:

- » Robust
- » Transparent
- » Efficient
- » Democratic
- » Participatory
- » Responsive
- » Equitable and inclusive

Challenges -

- » Poor strategic directions.
- » Poor decision making and outcomes for the community.
- » A lack of accountability to the community.

Benefits -

- » Resourced and trained Councillors
- » Employer of choice
- » Improve recruitment and retention levels of skilled and capable staff
- » Increased staff engagement, capacity and productivity
- » Improved staff and community satisfaction
- » Improved employment conditions
- » Safe workplace environment
- » Improved decision making frameworks
- » Reduced risk



Strategic Objective	Description
<b>1. PROVIDING GOOD GOVERNANCE AND LEADERSHIP (CONT.)</b>	<p><b>CONTEXT 1C - OUR BUSINESS &amp; SYSTEMS</b></p> <p><u>Definition</u> - Our systemised approach to planning and service delivery and our business excellence philosophy (SAI Global, 2011) work to ensure our communities receive high quality, valued and targeted services. Our approach also enables our staff to efficiently and effectively deliver services without risk, duplication of effort and resource wastage whilst leveraging the use of information and communications technology.</p> <p><u>Challenges</u> - Financial constraints coupled with increased community demand and expectations means that services need to be delivered in the most efficient and effective way. Outmoded operating models compromise Council's ability to proactively manage changes in service type or customer needs and expectations.</p> <p><u>Benefits</u> -</p> <ul style="list-style-type: none"> <li>» Value for money services</li> <li>» Less duplication of effort</li> <li>» Risk is understood and mitigated</li> <li>» Improved organisational intelligence for decision making</li> <li>» Improved integration and streamlining of systems and processes</li> </ul>
<b>2. MINIMISING ENVIRONMENTAL IMPACT</b>	<p><b>CONTEXT 2A - BUILT ENVIRONMENT</b></p> <p><u>Definition</u> - The Council plays a key role in the planning, developing and provision of services within the urban and commercial areas of the Moorabool Shire to enable communities to enjoy higher levels of amenity, economic development, social connectedness and ultimately a sense of place whilst minimising the impact on the environment.</p> <p><u>Challenges</u> - The built environment creates a sense of place and contributes to well-being and economic growth. Failure to plan and optimise investment may lead to a negative impact on the natural environment.</p> <p><u>Benefits</u> -</p> <ul style="list-style-type: none"> <li>» Increased health and wellbeing</li> <li>» Improved amenity</li> <li>» Great places to live</li> <li>» Community connectedness</li> <li>» Targeted economic investment</li> </ul> <p><b>CONTEXT 2B - NATURAL ENVIRONMENT</b></p> <p><u>Definition</u> - The Council through its actions, as well as working with other agencies and groups with an environmental stewardship role, focus to assist communities to live sustainably so that we leave a healthy and prosperous environment for the future generations.</p> <p><u>Challenges</u> - Land and water degradation, weed and pest invasion, increase incidence of natural disasters including fire, flood and heatwaves, combined with poor strategic direction, planning and investment to minimise environmental impacts in the natural environment, results in suboptimal community outcomes now and for future generations.</p>

Strategic Objective	Description
<b>2. MINIMISING ENVIRONMENTAL IMPACT (CONT.)</b>	<u>Benefits</u> - <ul style="list-style-type: none"> <li>» Community members can enjoy their experience of natural places</li> <li>» Threats to our local environment are reduced</li> <li>» Flow on benefits to our economy, productive agriculture, physical activity, well-being and community identity</li> </ul>
<b>3. STIMULATING ECONOMIC DEVELOPMENT</b>	<p><b>CONTEXT 3A - LAND USE PLANNING</b></p> <p><u>Definition</u> - The Council uses land use planning to manage the development of land within its jurisdictions and has a leadership role (along with other agencies) in land use planning, place making and guiding the amenity of our communities.</p> <p><u>Challenges</u> - To cater for communities with growing populations, land use planning needs to understand, consider and deliver on improved economic, social, and environmental outcomes, and an improved ability to access to employment and education opportunities across the Shire.</p> <p><u>Benefits</u> -</p> <ul style="list-style-type: none"> <li>» Master planned communities</li> <li>» Improved ability to access to employment and education</li> <li>» Improved liveability, securing the reason people moved to Moorabool</li> <li>» Designated land for the use of economic and educational activity</li> <li>» Effective engagement with community regarding the use of land within the community</li> </ul> <p><b>CONTEXT 3B - INVESTMENT &amp; EMPLOYMENT</b></p> <p><u>Definition</u> - Council plays a role in a strong economy, local jobs, healthy businesses, inward investment and visitation that contributes to the livability of the Shire. It also works with the development of industry to develop key infrastructure for growing communities.</p> <p><u>Challenges</u> - Fiscal constraints directly impact on the amount of investment Council is able to independently contribute towards stimulating investment and economic growth. Without guidance and investment by business, government and the community, economies will stagnate and local jobs and education opportunities may not be created.</p> <p><u>Benefits</u> -</p> <ul style="list-style-type: none"> <li>» Increased economic investment and job growth</li> <li>» Improved lifestyles</li> <li>» Decreased travel</li> <li>» Increased community cohesion</li> <li>» Improved employment and education opportunities</li> <li>» Stimulated local economy and creating more resilient communities</li> <li>» Connect local people to local jobs</li> </ul>

Strategic Objective	Description
---------------------	-------------

**4. IMPROVING SOCIAL OUTCOMES**     **CONTEXT 4A - HEALTH & WELLBEING**

Definition - Enhanced community health and wellbeing is achieved through the intersection of enhanced economic, social, built and natural environments.

Challenges - The determinants of our health and wellbeing are influenced by a wide range of factors including individual, social, cultural, economic and environmental (World Health Organisation 2008). Social, economic and environmental factors include employment and housing, schools and education, social connections, conditions of work and leisure, and the state of housing, neighbourhoods and the environment.

Benefits -

- » Local services accessible to those in need
- » Healthier individuals and communities
- » Reduced social isolation and exclusion
- » Reduced anti-social behaviour
- » More resilient and self-reliant individuals and communities
- » Enhanced workforce numbers and capacity

**CONTEXT 4B - COMMUNITY CONNECTEDNESS AND CAPACITY**

Definition - The creation of inclusive and engaged communities that provide opportunities for people across their life stages to participate in activities that improve the wellbeing of our communities.

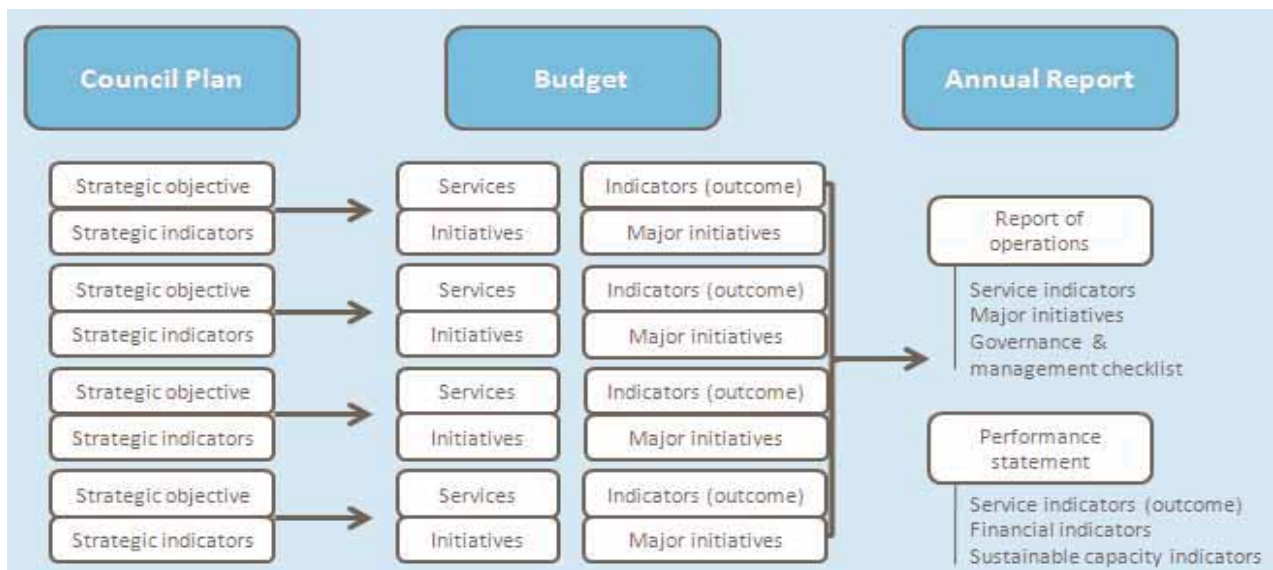
Challenges - Supporting and strengthening of individuals, families and communities to identify needs and develop solutions at a local level. This may involve advocacy, empowering people in action, education, awareness raising and distribution of resources to individuals and communities.

Benefits -

- » Healthier individuals and communities
- » Reduced social isolation and exclusion
- » Reduced anti-social behaviour
- » More resilient and self-reliant individuals and communities

## 2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2017/18 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes a number of major initiatives, initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify initiatives, major initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



Source: Department of Environment, Land, Water and Planning

Services for which there are prescribed performance indicators to be reported on in accordance with the Regulations are shown in **bold and underlined** in the below sections.

### 2.1 Strategic Objective 1: Providing Good Governance and Leadership

To achieve our objective of 'Providing Good Governance and Leadership', we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

#### Services

Activities	Description	(Net Cost) Revenue \$'000
Governance	This area, being Governance includes the Mayor, Councillors and Chief Executive Officer, General Managers and associated support which cannot be easily attributed to the direct service provision areas.	(2,111)
Public Relations and Marketing	Provide an open and accessible communication network that is accurate, accessible, user friendly, relevant and timely.	(83)

Activities	Description	(Net Cost) Revenue \$'000
Personnel Management	To provide, develop and implement strategies, policies and procedures through the provision of human resource and industrial relations services, that minimise the risk to Council.	(727)
Risk Management	To develop, build and identify effective management of Council's exposure to all forms of risk and to foster safer work places and environments within the municipality.	(553)
Finance	Financial management and accounting of Council's finances, including property rating and valuation services, collection of revenue and internal support and advice to internal departments. These services will be delivered by increasing the financial knowledge base of the whole of Council through customer awareness, consistency and clearly defined processes.	3,042
Customer Service	Manage service provisions to provide an open and accessible communication network that is accurate, accessible, user friendly, relevant and timely.	(757)
Document Management	Electronic document management of Council's external correspondence, maintain an effective and efficient electronic document management system and maintain Council's archive program.	(291)
Information Communication and Technology	To provide a range of services to the organisation that supports its development through the effective management and expansion of Council's information systems and technology.	(2,111)
Fleet Management	To provide fleet management services for Council's passenger and light commercial vehicles, buses, trucks, and earthmoving & roadwork machinery.	889
Animal Management and Local Laws Compliance	Deliver and maintain a responsive and proactive <b>animal management</b> service throughout the Shire. Review, develop and implement local laws that promote peace and good order in Moorabool.	(70)
Building Maintenance	This service prepares maintenance management programs for Council's property assets. These include municipal buildings, pavilions and other community buildings.	(1,184)
Parks and Gardens	Maintain Council's parks and gardens assets and provide facilities for our residents for the future. Enhance and upgrade the aesthetic appearance of Moorabool townships.	(2,479)
Road Safety	This service is for the provision of street lighting and bus stop maintenance.	(312)
Asset Management	This service undertakes the design and coordination of Council's Capital Improvement Program.	(1,303)

Activities	Description	(Net Cost) Revenue \$'000
Road and Off Road Maintenance	To undertake maintenance to Council's road assets to ensure they are in a safe and serviceable condition for all users. This includes sealed and unsealed roads, bridges, kerb and channel, drainage, footpaths and signage.	(3,424)
Geographical Information Services	Spatial maintenance of all land parcels.	(11)
Public Toilets	Cleaning and general maintenance of all public toilets.	(201)
Property Asset Management	To effectively manage Council land, property leases and licences as per the property register.	76

### Initiatives

- 1) **Coordinator Digital Futures** - The establishment of this role is pivotal for the future progression of Councils Digital Services Strategy and leading the organisation on its path of a 'Digital First' vision and will assist service areas in the identification of where digital and online services can provide efficiencies, cost savings and streamline the service for them and the community. (\$0.103 million net cost)
- 2) **Intranet Design & Implementation** - This will involve the development, design and functional requirements for an organisational wide Intranet system. The 2014 Digital Strategy identified a need to develop the requirements and functions of an Intranet that would meet Council staff requirements and enable a common, easily accessible system that provides linkages to policies, procedures, information and news for staff to be kept up to date on. (\$0.060 million net cost)
- 3) **OHS Strategy** - The desired project outcome is for Council to have an OHS Management System which meets a number of the key requirements of AS 4801 Workplace Health and Safety. This would include up to date corporate level OHS procedures which provide direction to staff and management who undertake high risk activities, task specific safe work procedures and the provision of training and supervision as required. The key outcome is to have a system that can deliver improved safety to staff and community. (\$0.030 million net cost)
- 4) **Planning Enforcements** - Funds will be required to resolve outstanding issues and seek legal advice. (\$0.020 million net cost)
- 5) **Minor Capital Works Program** - Councils Assets department receives numerous requests from both the community and Councillors for the completion of minor projects ranging from signs, minor traffic control devices and furniture. There is currently no budget allocation for these items. This initiative will provide for the delivery of small projects generated from both customer and Councillor requests that do not meet the requirements for referral to the Capital Improvement Program. (\$0.030 million net cost)
- 6) **Cleaning of Public Toilets** - The current budget allocation for the cleaning of public toilets needs to be increased mainly due to the addition of the Moon Reserve toilets and the additional cleaning required of existing toilet facilities for various Community Events. (\$0.020 million net cost)
- 7) **Buildings Maintenance Officer** - Minor maintenance works are currently carried out by external contractors at escalating costs due to high hourly rates for qualified trades people and distances that need to be travelled. This initiative proposes to create a position for a Buildings Maintenance Officer who will perform all general maintenance tasks for Council buildings including painting, general repairs, replacement of blown globes, small carpentry tasks, furniture relocation, clean up, deliveries, play equipment maintenance etc. This position is solely a change in the way we deliver the service. (\$0.000 million net cost - funded from a reduction in contractors costs)

8) **Buildings Technical Officer** - It is a legislative requirement for Councils to carry out Essential Safety Measures (ESM) inspections on buildings on monthly, 3 monthly and 6 monthly cycles. These inspections are currently carried out and managed by an external contractor with escalating costs. It is proposed to bring this function in house and create a new position for a Buildings Technical Officer who will be responsible to perform these mandatory ESM inspections. In addition to this, they will also be able to carry out JMAPP insurance audits, condition inspections for buildings and play equipment which are also carried out by external consultants. (\$0.000 million net cost - funded from a reduction in contractors costs)

#### Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Governance	Satisfaction	Satisfaction with Council decisions (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community)	Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community
Roads	Satisfaction	Satisfaction with sealed local roads (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.
Animal Management	Health and Safety	Animal management prosecutions (Number of successful animal management prosecutions)	Number of successful animal management prosecutions

## 2.2 Strategic Objective 2: Minimising Environmental Impact

To achieve our objective of 'Minimising Environmental Impact', we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

#### Services

Activities	Description	(Net Cost) Revenue \$'000
Waste Management	This unit covers maintenance, <b>collection</b> and disposal of domestic wastes and <b>waste</b> related products, litter and litter bins around the Shire and cleaning of roads and other public places. The unit is responsible for managing recycling, the transfer stations and related services.	(3,596)
Environmental Management	This service develops environmental policy, coordinates and implements environmental projects and works with other services to improve Council's environmental performance.	(251)



## Initiatives

9) **Strategic Waste Projects** - This initiative proposes utilising funds from the Closed Landfill Rehabilitation Reserve to employ a fixed term (2 years) Strategic Waste Officer to undertake research into Council's existing landfills, and develop a register of sites, risk analysis and action plan for the ongoing rehabilitation of the landfills. The proposal also includes an allocation of up to \$100,000 to engage suitably qualified consultants to assist with this process. In addition to the above, it is proposed that the officer would work towards a number of key actions outlined within Council's Waste Management & Resource Recovery Policy, as supported by the current Council Plan. (\$0.193 million net cost)

10) **Tree Planting** - This New Initiative recommends the establishment of a budget for the planting of new and replacement street and reserve trees within the Shire. Council is responsible for the management and maintenance of over 18,000 urban street and reserve trees. Whilst an annual budget allocation is made towards the maintenance of these trees, at present there is no budget for planting of new or replacement trees. (\$0.100 million net cost)

## Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Waste Collection	Waste Diversion	Kerbside collection waste diverted from landfill (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100

## 2.3 Strategic Objective 3: Stimulating Economic Development

To achieve our objective of 'Stimulating Economic Development', we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

### Services

Activities	Description	(Net Cost) Revenue \$'000
Building Services	Ensure all building permits lodged by private building surveyors are registered in accordance with legislation, and all building department activities are undertaken within legislative timelines.	(64)
Statutory Planning	Deliver statutory planning functions of Council to ensure responsible land use and development in Moorabool.	(431)
Strategic Land Use Planning	Delivery of key strategic policies and projects that assist in the long-term development of the Shire.	(1,310)
Infrastructure Subdivision Development	Provide infrastructure support services for subdivisions and developments, whilst developing guidelines for Council to improve and provide consistency in the planning and delivery of subdivision development.	2,277
Economic Development and Tourism	The <b>economic development</b> service assists the organisation to facilitate an environment that is conducive to a sustainable and growing local business sector and provides opportunities for local residents to improve their skill levels and access employment. It also aims to develop strategies	(522)

## Initiatives

11) **Moorabool Strategic Statement (MSS) Review and Amendment Implementation** - This review and amendment will update planning scheme strategic directions, whether in terms of key settlements (Bacchus Marsh and Ballan), smaller towns or the Shire as a whole. It is required by legislation to review the performance of the planning scheme regularly. This has not been done comprehensively since 2008. The MSS is a core component of the planning scheme as it signals strategic direction for Council across the Shire. (\$0.080 million net cost)

12) **Building Inspector** - This initiative seeks to continue with the appointment of a temporary contract building inspector for the 2017/18 financial year. This will allow Council to do inspections as required, follow up on outstanding building orders and notices, and comply with legislative requirements. (\$0.050 million net cost)

13) **Bacchus Marsh Town Centre Revitalisation** - These funds will lead to the creation of a Bacchus Marsh Town Centre Alliance to direct and advise on Town Centre work that has been previously identified as actions in a range of adopted strategies. (\$0.040 million net cost)

14) **West Moorabool Heritage Study Amendments** - This initiative relates to the implementation of the Heritage Study's recommendations for Heritage overlays by means of Planning Scheme Amendment. Council has advertised the study, undertook engagement and completed a review of the study. Council is now required to implement the recommendations. (\$0.035 million net cost)

15) **Local Area Traffic Management Study** - Moorabool Shire Council has been divided into three main urban local precincts, each one bound by arterial roads or other physical barriers such as creeks or rivers. The Local Area Traffic Management (LATM) Study is concerned with the planning and management of roads that Council is responsible for within these local traffic precincts. Rather than dealing with specific sites or isolated streets LATM studies are an area wide approach that considers neighbourhood traffic related issues and their proposed solutions in the context of the local precinct. (\$0.025 million net cost)

16) **Background Studies for Precinct Structure Plan - Small Towns** - There is an urgent need to undertake preliminary background studies (Bungaree, Wallace, Dunnstown) including indicative civil engineering design of drainage, sewer, water, and roads that will enable Council to proceed with Precinct Structure Plans in the 2018/19 financial year. (\$0.020 million net cost)

17) **Annual Update of Housing Land Supply** - This initiative will fund a recurrent annual fee to update the land supply data for Council. (\$0.008 million net cost)

18) **Elaine Urban Design Framework** - As per adopted Small Towns Strategy, an Urban Design Framework is required for Elaine which identifies key civil works, landscaping and place making projects that enhance the liveability and economic resilience of the settlement. (\$0.005 million net cost)

## Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Statutory Planning	Decision Making	Council planning decisions upheld at VCAT (Percentage of planning application decisions subject to review by VCAT and that were not set aside)	[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100
Economic Development	Economic activity	Change in number of businesses (Percentage change in the number of businesses with an ABN in the municipality)	[Number of businesses with an ABN in the municipality at the end of the financial year less the number of businesses at the start of the financial year / Number of businesses with an ABN in the municipality at the start of the financial year] x100

## 2.4 Strategic Objective 4: Improving Social Outcomes

To achieve our objective of 'Improving Social Outcomes' we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

### Services

Activities	Description	(Net Cost) Revenue \$'000
Aged and Disability Services	This service provides <b>home and community care</b> , assessment and care management, volunteer coordination, and senior citizen clubs.	(185)
Planned Activity Groups	To provide social interactions for socially isolated residents in Moorabool Shire.	(67)
Meals on Wheels	To assist residents at nutritional risk with meals that have been designed by a dietitian.	0
Personal Care	To provide support and personal hygiene to residents that are unable to physically complete their own personal care.	0
Aged and Disability Brokerage	To provide brokerages services to residents that have been allocated aged care packages with physical and social support.	79
Respite	To provide support to carers of residents with high care needs.	0
Property Maintenance	Property and home maintenance for residents of Moorabool includes; mowing, washers for taps, painting, ramps, rails and bathroom renovations.	0
Community Development	Community Development is concerned with empowering and enabling the communities of Moorabool to be innovative, engaged, skilled and help them work together to improve their well-being through opportunities for partnerships, better relationships with Council and increased participation in community life.	(691)
Emergency Management	Emergency Management works to ensure Moorabool has plans in place to engage with the community and assist with preparing resilient communities that can prepare and recover from emergencies.	(122)
Recreation Development	Provide leadership, strengthen networks and partnerships to plan, develop and deliver high quality recreation participation and engagement opportunities that enhance health and wellbeing. Includes Leisure and <b>Pool Facilities</b> .	(1,122)
Library Services	Provision of fixed and rural mobile <b>library services</b> to key points throughout the Moorabool area.	(424)

Activities	Description	(Net Cost) Revenue \$'000
Youth Services	Enable youth within Moorabool to have a community voice and establish programs and activities that enhance and reward them as people.	(269)
Environmental Health	Legislative Responsibilities (Food Act 1984 ( <b>food safety</b> ), Health Act 1958, Tobacco Act 1987, Residential Tenancies Act 1997 and Local Government Act 1989). Assessments and installations of septic tanks carried out in accordance with the Environmental Protection Act and the Septic Code of Practice 2003. Ensure children in the Australian Childhood Immunisation Register target group are fully immunised.	(217)
Early Years Services	Ensure that services and infrastructure provided to children and families are well planned and respond in a way that meets the needs of the local community. Early Years Services delivers a small number of high quality family and children's programs and services that support, promote and strengthen family health and wellbeing.	(323)
Maternal & Child Health	Provision of a universal service to families with children aged 0-6 years directed at improving outcomes by the prevention, early detection, and intervention of physical, emotional or social factors known to place children at risk of not reaching their potential.	(593)
Best Start	A State Government funded early intervention program aimed at reducing disadvantage and enhancing the outcomes of children 0-8 yrs. Best Start supports communities, parents, families and service providers to improve local early years services and support.	3
Education and Care Services	Occasional Care Service provides high quality care for children aged from six months to six years with the opportunity to explore a wide range of experiences, building upon their skills, interests and abilities through play in a calm and happy environment. Supported Playgroups provide support and connection to disadvantaged families through groups and in home support. Kindergarten liaison and support which includes the management of Council owned early years facilities, including kindergarten central enrolment for 4-year-old kindergarten programs and support and management of kindergarten cluster managers/kindergarten committees of management.	(114)
Fire Prevention	Ensure safety around the Moorabool Shire through fire prevention inspections of vacant land in urban and rural living areas.	(302)
School Crossings	Provide school crossing supervisors or staff at 13 locations in Ballan and Bacchus Marsh within designated hours.	(212)

### Initiatives

19) **Aquatic Water Play Strategy** - Water Play Parks are becoming increasingly common across Australia with a number of Councils introducing zero depth play features at both existing pool facilities and other local playground and parks. The Aquatic Water Play Strategy will review the operation of the Ballan and Bacchus Marsh Outdoor Pools and examine how adequately they cater for the needs of the community. It will also identify options for expanding/improving current services and provide direction on the feasibility, locations and concept design for water play parks within Moorabool. (\$0.050 Funded from the Recreational Facilities Reserve)

20) **Ballan Recreation Reserve Masterplan** - The master plan provides a vision and strategic direction for the Reserve, identifying what it should look like and how it should function into the future. It establishes a strong and consistent direction, providing a framework for ongoing improvement. It considers the interrelationship between:

- current character and functionality of the landscape
- public expectations and needs
- emerging issues and trends
- the realities of the economic, social, environmental and legislative context of the time

The intent of the master plan is to provide a framework for future development of the Reserve over an extended time period so that ad hoc improvements are avoided and community use is maximised. The result is a plan that balances needs across a range of often conflicting interests and builds collaboration between user groups to maximise resources. (\$0.050 Funded from the Recreational Facilities Reserve)

21) **Library Extended Opening Hours** - It is proposed to extend the current opening hours of the Lerderberg Library, on 2 evenings a week, in order to better meet the needs of the local community and to allow them to utilise our resources more fully. Under this proposal the library would open from 8.30am – 8.00pm on 2 days per week, allowing the community to gain much greater value from this precious resource. (\$0.034 million net cost)

## Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Library Services	Participation	Active library members (Percentage of the municipal population that are active library members)	[Number of active library members / municipal population] x100
Home and Community Care	Participation	Participation in HACC service (Percentage of the municipal target population that receive a HACC service)	[Number of people that received a HACC service / Municipal target population for HACC services] x100
		Participation in HACC service by Culturally and Linguistically Diverse (CALD) people (Percentage of the municipal target population in relation to CALD people that receive a HACC service)	[Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100
Maternal and Child Health	Participation	Participation in the MCH service (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100
		Participation in MCH service by Aboriginal children (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100
Food Safety	Health and Safety	Critical and major non-compliance notifications (Percentage of critical and major non-compliance notifications that are followed up by Council)	[Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100
Pool Facilities	Utilisation	Utilisation of pool facilities (The number of visits to pool facilities per head of municipal population)	Number of visits to pool facilities / Municipal population

## 2.5 Performance Statement

The service performance indicators detailed in the preceding pages will be reported on within the Performance Statement which is prepared at the end of the financial year as required by section 132 of the Act and included in the 2017/18 Annual Report. The Performance Statement will also include reporting on prescribed indicators of financial performance (outlined in section 4) and sustainable capacity, which are not included in this Budget report. The full set of prescribed performance indicators are audited each year by the Victorian Auditor General who issues an audit opinion on the Performance Statement. The major initiatives detailed in the preceding pages will be reported in the Annual Report in the form of a statement of progress in the report of operations.

## 2.6 Reconciliation with budgeted operating result

	Net Cost (Revenue) \$'000	Expenditure \$'000	Revenue \$'000
Providing Good Governance and Leadership	11,609	19,506	(7,897)
Minimising Environmental Impact	3,847	4,581	(734)
Stimulating Economic Development	50	3,168	(3,118)
Improving Social Outcomes	4,559	9,179	(4,621)
<b>Total activities and initiatives</b>	<b>20,064</b>	<b>36,434</b>	<b>(16,370)</b>
Other non-attributable #	5,461		
<b>Deficit before funding sources</b>	<b>25,526</b>		
<b>Funding sources:</b>			
Rates & charges	32,107		
Capital grants	2,077		
<b>Total funding sources</b>	<b>34,184</b>		
<b>Surplus for the year</b>	<b>8,658</b>		

# Other non-attributable is the sum of Depreciation, Borrowing Costs, Interest Income and Contributed Assets



### 3. Financial statements

This section presents information in regard to the Financial Statements. The budget information for the years 2018/19 to 2020/21 has been extracted from the Strategic Resource Plan.

The section includes the following budgeted information:

- 3.1 Comprehensive Income Statement
- 3.2 Balance Sheet
- 3.3 Statement of Changes in Equity
- 3.4 Statement of Cash Flows
- 3.5 Statement of Capital Works
- 3.6 Statement of Human Resources

### 3.1 Comprehensive Income Statement

For the four years ending 30 June 2021

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2016/17	2017/18	2018/19	2019/20	2020/21
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Income</b>					
Rates and charges	31,010	32,107	33,170	34,320	35,521
Statutory fees and fines	692	877	898	919	940
User fees	1,904	2,476	2,633	2,827	2,975
Contributions - monetary	100	2,157	859	1,476	3,829
Contributions - non-monetary assets	4,635	4,635	4,728	4,822	4,919
Grants - Operating (recurrent)	9,076	9,312	9,714	10,136	10,562
Grants - Operating (non-recurrent)	700	165	158	167	176
Grants - Capital (recurrent)	2,899	879	879	879	900
Grants - Capital (non-recurrent)	5,705	1,198	0	1,500	6,550
Other income	3,569	1,013	1,033	1,054	1,075
Interest received	362	444	522	601	745
<b>Total income</b>	<b>60,652</b>	<b>55,262</b>	<b>54,592</b>	<b>58,701</b>	<b>68,192</b>
<b>Expenses</b>					
Employee costs	17,788	19,183	20,104	20,622	21,224
Materials and services	18,359	14,626	14,426	16,090	15,447
Depreciation and amortisation	9,961	9,664	10,182	11,394	11,945
Finance costs	790	876	901	877	823
Other expenses	704	755	770	785	801
Net gain on disposal of property, infrastructure, plant and equipment	1,407	1,500	1,500	1,500	1,500
<b>Total expenses</b>	<b>49,009</b>	<b>46,604</b>	<b>47,883</b>	<b>51,268</b>	<b>51,739</b>
<b>Surplus (deficit) for the year</b>	<b>11,643</b>	<b>8,658</b>	<b>6,709</b>	<b>7,433</b>	<b>16,452</b>
<b>Other comprehensive income</b>					
<b>Items that will not be reclassified to surplus or deficit:</b>					
Impairment of fire impacted infrastructure	0	0	0	0	0
Net asset revaluation increment/(decrement)	0	35,682	0	39,476	0
Share of other comprehensive income of associates and joint ventures accounted for by the equity method	0	0	0	0	0
<b>Comprehensive result</b>	<b>11,643</b>	<b>44,340</b>	<b>6,709</b>	<b>46,909</b>	<b>16,452</b>

## 3.2 Balance Sheet

For the four years ending 30 June 2021

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2016/17	2017/18	2018/19	2019/20	2020/21
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Assets</b>					
<b>Current assets</b>					
Cash and cash equivalents	10,121	12,091	15,377	19,168	22,539
Trade and other receivables	5,035	4,593	4,716	4,852	4,991
Non current assets classified as held for sale	0	0	0	0	0
Other assets	1,301	1,301	1,301	1,301	1,301
<b>Total current assets</b>	<b>16,457</b>	<b>17,985</b>	<b>21,394</b>	<b>25,321</b>	<b>28,832</b>
<b>Non-current assets</b>					
Trade and other receivables	117	117	117	117	117
Property, infrastructure, plant & equipment	480,013	523,718	530,082	573,795	586,976
Other non-current assets	0	0	0	0	0
<b>Total non-current assets</b>	<b>480,130</b>	<b>523,835</b>	<b>530,199</b>	<b>573,912</b>	<b>587,093</b>
<b>Total assets</b>	<b>496,587</b>	<b>541,820</b>	<b>551,593</b>	<b>599,233</b>	<b>615,925</b>
<b>Liabilities</b>					
<b>Current liabilities</b>					
Trade and other payables	3,967	3,845	3,799	4,219	4,062
Trust funds and deposits	534	534	534	534	534
Provisions	4,078	4,542	5,022	5,514	6,021
Interest-bearing loans and borrowings	1,364	1,121	1,120	727	4,804
<b>Total current liabilities</b>	<b>9,943</b>	<b>10,042</b>	<b>10,475</b>	<b>10,994</b>	<b>15,421</b>
<b>Non-current liabilities</b>					
Provisions	1,541	1,648	1,759	1,873	1,991
Interest-bearing loans and borrowings	15,037	15,723	18,242	18,339	14,035
<b>Total non-current liabilities</b>	<b>16,578</b>	<b>17,372</b>	<b>20,002</b>	<b>20,213</b>	<b>16,026</b>
<b>Total liabilities</b>	<b>26,521</b>	<b>27,414</b>	<b>30,477</b>	<b>31,207</b>	<b>31,447</b>
<b>Net assets</b>	<b>470,066</b>	<b>514,406</b>	<b>521,115</b>	<b>568,025</b>	<b>584,477</b>
<b>Equity</b>					
Accumulated surplus	147,277	154,215	158,728	163,260	176,668
Asset revaluation reserve	314,680	350,362	350,362	389,839	389,839
Other reserves	8,108	9,829	12,025	14,926	17,970
<b>Total equity</b>	<b>470,066</b>	<b>514,406</b>	<b>521,115</b>	<b>568,025</b>	<b>584,477</b>

### 3.3 Statement of Changes in Equity

For the four years ending 30 June 2021

	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
<b>2016/2017 Forecast</b>				
Balance at beginning of the financial year	458,423	138,035	314,680	5,708
Surplus (deficit) for the year	11,643	11,643	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(2,500)	0	2,500
Transfer from other reserves	0	100	0	(100)
<b>Balance at end of the financial year</b>	<b>470,066</b>	<b>147,277</b>	<b>314,680</b>	<b>8,108</b>
<b>2017/2018 Budget</b>				
Balance at beginning of the financial year	470,066	147,277	314,680	8,108
Surplus (deficit) for the year	44,340	44,340	0	0
Net asset revaluation increment (decrement)	0	(35,682)	35,682	0
Transfer to other reserves	0	(4,170)	0	4,170
Transfer from other reserves	0	2,450	0	(2,450)
<b>Balance at end of the financial year</b>	<b>514,406</b>	<b>154,215</b>	<b>350,362</b>	<b>9,829</b>
<b>2018/2019 Strategic Resource Plan</b>				
Balance at beginning of the financial year	514,406	154,215	350,362	9,829
Surplus (deficit) for the year	6,709	6,709	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(3,148)	0	3,148
Transfer from other reserves	0	951	0	(951)
<b>Balance at end of the financial year</b>	<b>521,115</b>	<b>158,728</b>	<b>350,362</b>	<b>12,025</b>
<b>2019/2020 Strategic Resource Plan</b>				
Balance at beginning of the financial year	521,115	158,728	350,362	12,025
Surplus (deficit) for the year	46,909	46,909	0	0
Net asset revaluation increment (decrement)	0	(39,476)	39,476	0
Transfer to other reserves	0	(4,377)	0	4,377
Transfer from other reserves	0	1,476	0	(1,476)
<b>Balance at end of the financial year</b>	<b>568,025</b>	<b>163,260</b>	<b>389,839</b>	<b>14,926</b>
<b>2020/2021 Strategic Resource Plan</b>				
Balance at beginning of the financial year	568,025	163,260	389,839	14,926
Surplus (deficit) for the year	16,452	16,452	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(6,873)	0	6,873
Transfer from other reserves	0	3,829	0	(3,829)
<b>Balance at end of the financial year</b>	<b>584,477</b>	<b>176,668</b>	<b>389,839</b>	<b>17,970</b>

### 3.4 Statement of Cash Flows

For the four years ending 30 June 2021

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2016/17	2017/18	2018/19	2019/20	2020/21
	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows	Inflows	Inflows	Inflows	Inflows
	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)
<b>Cash flows from operating activities</b>					
Rates and charges	31,174	32,550	33,047	34,184	35,382
Statutory fees and fines	692	877	898	919	940
User fees	1,904	2,476	2,633	2,827	2,975
Contributions - monetary	0	2,157	859	1,476	3,829
Grants - operating	9,776	9,477	9,872	10,303	10,738
Grants - capital	8,604	2,077	879	2,379	7,450
Interest received	362	444	522	601	745
Other receipts	3,669	1,013	1,033	1,054	1,075
Employee costs	(17,217)	(18,611)	(19,513)	(20,016)	(20,601)
Materials and consumables	(18,539)	(14,748)	(14,472)	(15,670)	(15,603)
Other payments	(705)	(755)	(770)	(785)	(801)
Net cash provided by operating activities	19,721	16,956	14,986	17,272	26,129
<b>Cash flows from investing activities</b>					
Payments for property, plant and equipment	(23,955)	(14,922)	(13,696)	(12,694)	(22,100)
Proceeds from sale of property, plant and equipment	1,334	370	377	385	393
Net cash used in investing activities	(22,621)	(14,552)	(13,318)	(12,309)	(21,708)
<b>Cash flows from financing activities</b>					
Finance costs	(790)	(876)	(901)	(877)	(823)
Proceeds from borrowings	2,790	1,806	3,639	824	500
Repayment of borrowings	(1,431)	(1,364)	(1,121)	(1,120)	(727)
Net cash provided by (used in) financing activities	569	(434)	1,617	(1,173)	(1,050)
<b>Net (decrease) increase in cash &amp; cash equivalents</b>	(2,331)	1,970	3,285	3,791	3,372
Cash and cash equivalents at beginning of the financial year	12,452	10,121	12,091	15,377	19,168
<b>Cash and cash equivalents at end of the financial year</b>	<b>10,121</b>	<b>12,091</b>	<b>15,377</b>	<b>19,168</b>	<b>22,539</b>

### 3.5 Statement of Capital Works

For the four years ending 30 June 2021

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2016/17	2017/18	2018/19	2019/20	2020/21
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Property</b>					
Land	0	0	0	0	0
Buildings	3,857	2,864	2,629	2,437	6,242
Building improvements	0	0	0	0	0
<b>Total property</b>	<b>3,857</b>	<b>2,864</b>	<b>2,629</b>	<b>2,437</b>	<b>6,242</b>
<b>Plant and equipment</b>					
Plant, machinery and equipment	1,688	1,820	1,670	1,816	2,941
Computers and telecommunications	0	0	0	0	0
Library books	99	0	0	0	0
<b>Total plant and equipment</b>	<b>1,787</b>	<b>1,820</b>	<b>1,670</b>	<b>1,816</b>	<b>2,941</b>
<b>Infrastructure</b>					
Roads	16,844	5,468	4,919	4,264	4,654
Bridges	408	881	809	750	1,305
Footpaths	349	879	807	748	1,302
Drainage	0	0	100	120	200
Recreational, leisure and community facilities	378	3,001	2,754	2,553	5,444
Parks, open space and streetscapes	165	0	0	0	0
Other infrastructure	167	8	7	7	12
<b>Total infrastructure</b>	<b>18,310</b>	<b>10,238</b>	<b>9,396</b>	<b>8,441</b>	<b>12,917</b>
<b>Total capital works expenditure</b>	<b>23,955</b>	<b>14,922</b>	<b>13,696</b>	<b>12,694</b>	<b>22,100</b>
<b>Represented by:</b>					
Asset renewal expenditure	9,744	9,981	9,161	8,491	14,782
New asset expenditure	10,336	3,983	3,656	3,388	5,899
Asset upgrade expenditure	3,875	958	879	815	1,418
Asset expansion expenditure	0	0	0	0	0
<b>Total capital works expenditure</b>	<b>23,955</b>	<b>14,922</b>	<b>13,696</b>	<b>12,694</b>	<b>22,100</b>

### 3.6 Statement of Human Resources

For the four years ending 30 June 2021

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2016/17	2017/18	2018/19	2019/20	2020/21
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Staff expenditure</b>					
Employee costs - operating	17,788	19,183	20,104	20,622	21,224
Employee costs - capital	920	930	975	1,000	1,029
<b>Total staff expenditure</b>	<b>18,708</b>	<b>20,113</b>	<b>21,078</b>	<b>21,622</b>	<b>22,253</b>
	EFT	EFT	EFT	EFT	EFT
<b>Staff numbers</b>					
Employees	207.9	208.4	210.4	211.9	213.4
<b>Total staff numbers</b>	<b>207.9</b>	<b>208.4</b>	<b>210.4</b>	<b>211.9</b>	<b>213.4</b>

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Department	Budget 2017/18 \$'000	Comprises	
		Permanent Full Time \$'000	Permanent Part Time \$'000
CEO's Office	376	376	0
Growth and Development	5,561	4,354	1,207
Community Services	5,517	2,177	3,340
Infrastructure Services	7,293	7,193	100
Total permanent staff expenditure	18,748	14,101	4,647
Casuals and other expenditure	436		
Capitalised labour costs	930		
<b>Total</b>	<b>20,113</b>		

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Department	Budget FTE	Comprises	
		Permanent Full Time	Permanent Part Time
CEO's Office	2.0	2.0	0.0
Growth and Development	58.8	46.0	12.8
Community Services	58.3	23.0	35.3
Infrastructure Services	77.1	76.0	1.1
Total permanent staff expenditure	196.1	147.0	49.1
Casuals and other expenditure	4.6		
Capitalised labour costs	7.7		
<b>Total</b>	<b>208.4</b>		



## 4. Financial performance indicators

### 4.3 Financial performance indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be used in the context of the organisation's objectives.

Indicator	Measure	Notes	Forecast	Budget	Strategic Resource Plan			Trend +/-
			Actual 2016/17		Projections	2018/19	2019/20	
<b>Operating position</b>								
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	2.2%	1.3%	2.1%	-0.7%	2.0%	+
<b>Liquidity</b>								
Working capital	Current assets / current liabilities	2	165.5%	179.1%	204.2%	230.3%	187.0%	+
Unrestricted cash	Unrestricted cash / current liabilities		20.2%	22.5%	22.1%	29.2%	22.9%	+
<b>Obligations</b>								
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	3	52.9%	52.5%	58.4%	55.6%	53.0%	o
Loans and borrowings	Interest and principal repayments / rate revenue		7.1%	6.9%	6.1%	5.8%	4.4%	+
Indebtedness	Non-current liabilities / own source revenue		44.2%	47.1%	52.3%	50.9%	38.8%	-
Asset renewal	Asset renewal expenditure / depreciation	4	97.8%	103.3%	90.0%	74.5%	123.8%	-
<b>Stability</b>								
Rates concentration	Rate revenue / adjusted underlying revenue	5	56.5%	61.9%	61.7%	61.6%	61.4%	o
Rates effort	Rate revenue / property values (CIV)		0.0005%	0.0005%	0.0005%	0.0005%	0.0005%	o
<b>Efficiency</b>								
Expenditure level	Total expenditure / no. of assessments		\$3,072	\$2,878	\$2,885	\$3,014	\$2,967	+
Revenue level	Residential rate revenue / No. of residential assessments		\$1,520	\$1,558	\$1,571	\$1,586	\$1,601	+
Workforce turnover	No. of resignations & terminations / average no. of staff		9.6%	6.7%	6.6%	6.6%	6.9%	+

Key to Forecast Trend:

- + Forecast improvement in financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecast deterioration in Council's financial performance/financial position indicator

## Notes to indicators

**1 Adjusted underlying result** – An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. Improvement in financial performance expected over the period, although continued losses means reliance on Council's cash reserves or increased debt to maintain services.

**2 Working capital** – The proportion of current liabilities represented by current assets. Working capital is forecast to increase in the 2017/18 year. The trend in later years is to remain steady at an acceptable level.

**3 Debt compared to rates** - Trend indicates Council's reducing reliance on debt against its annual rate revenue through redemption of long term debt.

**4 Asset renewal** - This percentage indicates the extent of Council's renewals against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets.

**5 Rates concentration** - Reflects extent of reliance on rate revenues to fund all of Council's on-going services. Trend indicates Council will become more reliant on rate revenue compared to all other revenue sources.

## 5. Other budget information (required by the Regulations)

This section presents other budget related information required by the Regulations.

This section includes the following statements and reports

- 5.1.1 Grants operating
- 5.1.2 Grants capital
- 5.1.3 Statement of borrowings

### 5.1.1 Grants - operating (\$0.299 million decrease)

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of operating grants has decreased by 3.1% or \$0.299 million compared to 2016/17. A list of operating grants by type and source, classified into recurrent and non-recurrent, is included below.

Operating Grant Funding Type and Source	Forecast	Budget	Variance
	Actual 2016/17 \$'000	2017/18 \$'000	\$'000
<i>Recurrent - Commonwealth Government</i>			
Victorian Grants Commission	5,884	6,119	235
<i>Recurrent - State Government</i>			
Aged and Disability	2,249	2,236	(13)
School Crossing Supervisors	52	52	-
Library	252	259	6
Early Years Services	233	241	7
Maternal and Child Health	284	284	-
Fire Services Levy Support	46	48	2
Immunizations	15	15	-
Youth Services	42	42	-
Environment	18	17	(1)
<b>Total recurrent grants</b>	<b>9,076</b>	<b>9,312</b>	<b>236</b>
<i>Non-recurrent - State Government</i>			
Early Years Services	21	-	(21)
Emergency Management	120	120	-
Valuations	93	-	(93)
Environment	132	25	(107)
Youth Services	22	20	(2)
Strategic Planning Projects	233	-	(233)
<i>Non-recurrent - Commonwealth Government</i>			
Emergency Recovery	80	-	(80)
<b>Total non-recurrent grants</b>	<b>700</b>	<b>165</b>	<b>(536)</b>
<b>Total Grants - Operating</b>	<b>9,776</b>	<b>9,477</b>	<b>(299)</b>

### 5.1.2 Grants - capital (\$6.527 million decrease)

Capital grants include all monies received from State, Federal and community sources for the purposes of funding the capital works program. Overall the level of capital grants has decreased by 75.9% or \$6.527 million compared to 2016/17. Section 6. "Analysis of Capital Budget" includes a more detailed analysis of the grants and contributions expected to be received during the 2017/18 year. A list of capital grants by type and source, classified into recurrent and non-recurrent, is included below.

Capital Grant Funding Type and Source	Forecast		Variance
	Actual 2016/17 \$'000	Budget 2017/18 \$'000	
<i>Recurrent - Commonwealth Government</i>			
Roads to Recovery	2,899	879	(2,020)
<i>Recurrent - State Government</i>			
Total recurrent grants	<b>2,899</b>	<b>879</b>	<b>(2,020)</b>
<i>Non-recurrent - Commonwealth Government</i>			
Roads	3,767	450	(3,317)
<i>Non-recurrent - State Government</i>			
Recreational and Leisure	338	748	410
Buildings	1,600	-	(1,600)
Total non-recurrent grants	<b>5,705</b>	<b>1,198</b>	<b>(4,507)</b>
<b>Total Grants - Capital</b>	<b>8,604</b>	<b>2,077</b>	<b>(6,527)</b>

### 5.1.3 Statement of borrowings

The table below shows information on borrowings specifically required by the Regulations.

	2016/17 \$	2017/18 \$
Total amount borrowed as at 30 June of the prior year	15,042,714	<b>16,401,366</b>
Total amount to be borrowed	2,790,000	<b>1,806,400</b>
Total amount projected to be redeemed	(1,431,348)	<b>(1,363,984)</b>
Total amount proposed to be borrowed as at 30 June	16,401,366	<b>16,843,782</b>

## 6. Detailed list of capital works

This section presents a listing of the capital works projects that will be undertaken for the 2017/18 year.

The capital works projects are grouped by class and include the following:

- New works for 2017/18
- Works carried forward from the 2016/2017 year.

## Capital works program

For the year ending 30 June 2018

### 6.1 New works for 2017/18

Capital Works Area	Summary of Funding Sources				
	Project Cost \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Loans \$'000
<b>PROPERTY</b>					
<b>BUILDINGS</b>					
<b>Asset Renewal Expenditure</b>					
Various Asset Renewal Projects	440	0	0	440	0
Ballan Swimming Pool - Pump/Plant Room	23	0	0	23	0
Bungaree Hall - Replacement of Concrete Canopy	25	0	0	25	0
Navigators Tennis Court - Replacement of Retaining Wall	20	0	0	20	0
<b>Total Asset Renewal Expenditure</b>	<b>508</b>	<b>0</b>	<b>0</b>	<b>508</b>	<b>0</b>
<b>New Asset Expenditure</b>					
Ballan Depot	1,500	0	0	500	1,000
<b>Total New Asset Expenditure</b>	<b>1,500</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>1,000</b>
<b>Asset Upgrade Expenditure</b>					
Maddingley Park Pavilion Improvements	120	60	0	60	0
<b>Total Asset Upgrade Expenditure</b>	<b>120</b>	<b>60</b>	<b>0</b>	<b>60</b>	<b>0</b>
<b>TOTAL BUILDINGS</b>	<b>2,128</b>	<b>60</b>	<b>0</b>	<b>1,068</b>	<b>1,000</b>
<b>TOTAL PROPERTY</b>	<b>2,128</b>	<b>60</b>	<b>0</b>	<b>1,068</b>	<b>1,000</b>
<b>PLANT &amp; EQUIPMENT</b>					
<b>PLANT, MACHINERY &amp; EQUIPMENT</b>					
<b>Asset Renewal Expenditure</b>					
Plant Replacement Program/Library Stock	1,820	0	0	1,820	0
<b>Total Asset Renewal Expenditure</b>	<b>1,820</b>	<b>0</b>	<b>0</b>	<b>1,820</b>	<b>0</b>
<b>TOTAL PLANT, MACHINERY &amp; EQUIPMENT</b>	<b>1,820</b>	<b>0</b>	<b>0</b>	<b>1,820</b>	<b>0</b>
<b>TOTAL PLANT &amp; EQUIPMENT</b>	<b>1,820</b>	<b>0</b>	<b>0</b>	<b>1,820</b>	<b>0</b>



Capital Works Area	Project Cost \$'000	Summary of Funding Sources			
		Grants \$'000	Contributions \$'000	Council Cash \$'000	Loans \$'000
<b>INFRASTRUCTURE</b>					
<b>ROADS</b>					
<b>Asset Renewal Expenditure</b>					
Preplanning Allocation	70	0	0	70	0
Berry Street, Ballan - Pavement Rehabilitation & Widening	500	0	0	0	500
Carween Lane, Ballan - Pavement Rehabilitation	208	0	0	208	0
Butter Factory Road, Wallace - Pavement Rehabilitation & Widening	250	150	0	100	0
Egerton-Ballark Road, Bungal - Pavement Rehabilitation	524	524	0	0	0
Triggs Road, Bungaree - Pavement Rehabilitation	205	205	0	0	0
Woolpack Road, Bacchus Marsh - Pavement Rehabilitation & Widening	465	0	0	158	306
Old Melbourne Road, Gordon - Pavement Rehabilitation & Widening	549	0	0	549	0
Halletts Way, Darley - Deep Lift Asphalt (in conjunction with VicRoads freeway ramps project)	250	0	0	250	0
Fisken Street, Bacchus Marsh - Asphalt Treatment	50	0	0	50	0
Behind Bacchus Marsh Public Hall, Bacchus Marsh - Asphalt Overlay	25	0	0	25	0
Clarkes Road, Glen Park - Preplanning	35	0	0	35	0
Old Western Highway, Gordon - Preplanning	30	0	0	30	0
Myrniong-Korobeit Road, Myrniong - Preplanning	30	0	0	30	0
Gordon Township Improvements Package, Gordon - Preplanning	50	0	0	50	0
Ballan-Meredith Road, Mt Wallace - Final Seal	38	0	0	38	0
Berry Street/Spencer Road, Ballan - Final Seal	22	0	0	22	0
Dunnstown-Yendon Road, Yendon - Sprayed Reseal	37	0	0	37	0
Dunnstown-Yendon Road, Dunnstown - Final Seal	46	0	0	46	0
Egerton-Ballark Road, Bungal - Final Seal	44	0	0	44	0
Egerton-Ballark Road, Mount Egerton - Final Seal	14	0	0	14	0
Gordon Egerton Road, Mount Egerton - Final Seal	31	0	0	31	0
Griffith Street, Maddingley - Sprayed Reseal	11	0	0	11	0
Hopetoun Park Road, Hopetoun Park - Sprayed Reseal	30	0	0	30	0
Lerderderg Gorge Road, Darley - Final Seal	77	0	0	77	0
Lesters Road, Bungaree - Final Seal	37	0	0	37	0
Main Street, Gordon - Sprayed Reseal	14	0	0	14	0
Main Street, Gordon - Sprayed Reseal	25	0	0	25	0
Myrniong-Korobeit Road, Myrniong - Sprayed Reseal	11	0	0	11	0
Myrniong-Korobeit Road, Myrniong - Sprayed Reseal	32	0	0	32	0
Navigators Road, Navigators - Final Seal	27	0	0	27	0
Old Melbourne Road, Gordon - Sprayed Reseal & Heavy Patching	26	0	0	26	0
Old Melbourne Road, Millbrook - Sprayed Reseal & Heavy Patching	23	0	0	23	0
Old Melbourne Road, Millbrook - Sprayed Reseal	7	0	0	7	0

Capital Works Area	Summary of Funding Sources				
	Project Cost	Grants	Contributions	Council Cash	Loans
	\$'000	\$'000	\$'000	\$'000	\$'000
Old Melbourne Road, Millbrook - Sprayed Reseal	14	0	0	14	0
Old Western Highway, Gordon - Sprayed Reseal & Heavy Patching	26	0	0	26	0
Old Western Highway, Gordon - Sprayed Reseal & Heavy Patching	13	0	0	13	0
Ormond Road, Springbank - Final Seal	9	0	0	9	0
Gordon-Egerton Road, Mount Egerton - Sprayed Reseal	5	0	0	5	0
Yendon-Egerton Road, Mount Egerton - Sprayed Reseal	27	0	0	27	0
Ingliston Road, Ingliston - Gravel Road Resheet	71	0	0	71	0
Ingliston Road, Ingliston - Gravel Road Resheet	50	0	0	50	0
Ingliston Road, Ingliston - Gravel Road Resheet	150	0	0	150	0
Bences Lane, Ballan - Gravel Road Resheet	60	0	0	60	0
Mount Doran Road, Elaine - Gravel Road Resheet	79	0	0	79	0
Mount Doran-Egerton Road, Mount Doran - Gravel Road Resheet	82	0	0	82	0
Morrison's Lane, Korobeit - Gravel Road Resheet	133	0	0	133	0
Gillespies Lane, Ballan - Shoulder Resheet	26	0	0	26	0
Greens Lane, Beremboke - Shoulder Resheet	11	0	0	11	0
Myrniong-Korobeit Road, Myrniong - Shoulder Resheet	65	0	0	65	0
Duncan Street, Ballan - Kerb & Channel	83	0	0	83	0
Links Road, Darley - Kerb & Channel	75	0	0	75	0
<b>Total Asset Renewal Expenditure</b>	<b>4,771</b>	<b>879</b>	<b>0</b>	<b>3,086</b>	<b>806</b>
<b>New Asset Expenditure</b>					
Bennett Street Pedestrian Crossing	67	0	0	67	0
<b>Total New Asset Expenditure</b>	<b>67</b>	<b>0</b>	<b>0</b>	<b>67</b>	<b>0</b>
<b>TOTAL ROADS</b>	<b>4,838</b>	<b>879</b>	<b>0</b>	<b>3,153</b>	<b>806</b>
<b>BRIDGES</b>					
<b>Asset Renewal Expenditure</b>					
Old Melbourne Road, Ballan - Deck Overlay & Abutment Strengthening Works	300	0	0	300	0
Dog Trap Gully Road, Rowsley - Stringer Replacement	80	0	0	80	0
Yendon-Egerton Road, Millbrook - Concrete Invert Lining - Preplanning	25	0	0	25	0
<b>Total Asset Renewal Expenditure</b>	<b>405</b>	<b>0</b>	<b>0</b>	<b>405</b>	<b>0</b>
<b>TOTAL BRIDGES</b>	<b>405</b>	<b>0</b>	<b>0</b>	<b>405</b>	<b>0</b>
<b>FOOTPATHS &amp; CYCLEWAYS</b>					
<b>Asset Renewal Expenditure</b>					
Inglis Street, Ballan	400	0	0	400	0
<b>Total Asset Renewal Expenditure</b>	<b>400</b>	<b>0</b>	<b>0</b>	<b>400</b>	<b>0</b>

Capital Works Area	Summary of Funding Sources				
	Project Cost \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Loans \$'000
<b>New Asset Expenditure</b>					
Wittick Street, Darley	85	0	0	85	0
<b>Total New Asset Expenditure</b>	<b>85</b>	<b>0</b>	<b>0</b>	<b>85</b>	<b>0</b>
<b>Asset Upgrade Expenditure</b>					
DDA Upgrade Program (annual program) - Upgrade pedestrian crossings and footpaths to ensure DDA compliance	20	0	0	20	0
<b>Total Asset Upgrade Expenditure</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>0</b>
<b>TOTAL FOOTPATHS &amp; CYCLEWAYS</b>	<b>505</b>	<b>0</b>	<b>0</b>	<b>505</b>	<b>0</b>
<b>RECREATIONAL, LEISURE &amp; COMMUNITY FACILITIES</b>					
<b>New Asset Expenditure</b>					
Bacchus Marsh Racecourse Reserve Sporting Facilities	1,450	200	0	1,250	0
<b>Total New Asset Expenditure</b>	<b>1,450</b>	<b>200</b>	<b>0</b>	<b>1,250</b>	<b>0</b>
<b>Asset Upgrade Expenditure</b>					
Concept Planning for Sports Field Lighting	60	0	0	60	0
Community Development Fund	100	0	0	100	0
<b>Total Asset Upgrade Expenditure</b>	<b>160</b>	<b>0</b>	<b>0</b>	<b>160</b>	<b>0</b>
<b>TOTAL RECREATIONAL, LEISURE &amp; COMMUNITY FACILITIES</b>	<b>1,610</b>	<b>200</b>	<b>0</b>	<b>1,410</b>	<b>0</b>
<b>OTHER INFRASTRUCTURE</b>					
<b>New Asset Expenditure</b>					
Bus Shelter / Bus Route Development Program - New School Bus Shelters	8	0	0	8	0
<b>Total New Asset Expenditure</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>
<b>TOTAL OTHER INFRASTRUCTURE</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>
<b>TOTAL INFRASTRUCTURE</b>	<b>7,366</b>	<b>1,079</b>	<b>0</b>	<b>5,481</b>	<b>806</b>
<b>TOTAL NEW CAPITAL WORKS 2017/18</b>	<b>11,314</b>	<b>1,139</b>	<b>0</b>	<b>8,369</b>	<b>1,806</b>

## 6.2 Works carried forward from the 2016/2017 year.

Capital Works Area	Summary of Funding Sources				
	Project Cost \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Loans \$'000
<b>PROPERTY</b>					
<b>BUILDINGS</b>					
<b>Asset Renewal Expenditure</b>					
Balliang Public Hall - BBQ and Seating	26	0	0	26	0
Bacchus Marsh Swimming Pool	58	0	0	58	0
Ballan Swimming Pool	69	0	0	69	0
<b>Total Asset Renewal Expenditure</b>	<b>154</b>	<b>0</b>	<b>0</b>	<b>154</b>	<b>0</b>
<b>New Asset Expenditure</b>					
Ballan Depot	110	0	0	110	0
<b>Total New Asset Expenditure</b>	<b>110</b>	<b>0</b>	<b>0</b>	<b>110</b>	<b>0</b>
<b>Asset Upgrade Expenditure</b>					
Maddingley Park Pavilion Improvements	140	60	0	80	0
Clarendon Community Hub	333	0	0	333	0
<b>Total Asset Upgrade Expenditure</b>	<b>473</b>	<b>60</b>	<b>0</b>	<b>413</b>	<b>0</b>
<b>TOTAL BUILDINGS</b>	<b>737</b>	<b>60</b>	<b>0</b>	<b>677</b>	<b>0</b>
<b>TOTAL PROPERTY</b>	<b>737</b>	<b>60</b>	<b>0</b>	<b>677</b>	<b>0</b>
<b>INFRASTRUCTURE</b>					
<b>ROADS</b>					
<b>Asset Renewal Expenditure</b>					
Butter Factory Road, Wallace - Road Rehabilitation	230	0	0	230	0
<b>Total Asset Renewal Expenditure</b>	<b>230</b>	<b>0</b>	<b>0</b>	<b>230</b>	<b>0</b>
<b>New Asset Expenditure</b>					
Haddon Drive, Ballan - Extension	400	450	0	-50	0
<b>Total New Asset Expenditure</b>	<b>400</b>	<b>450</b>	<b>0</b>	<b>-50</b>	<b>0</b>
<b>TOTAL ROADS</b>	<b>630</b>	<b>450</b>	<b>0</b>	<b>180</b>	<b>0</b>
<b>BRIDGES</b>					
<b>Asset Renewal Expenditure</b>					
Butter Factory Road, Wallace	476	0	0	476	0
<b>Total Asset Renewal Expenditure</b>	<b>476</b>	<b>0</b>	<b>0</b>	<b>476</b>	<b>0</b>
<b>TOTAL BRIDGES</b>	<b>476</b>	<b>0</b>	<b>0</b>	<b>476</b>	<b>0</b>

Capital Works Area	Summary of Funding Sources				
	Project Cost \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Loans \$'000
<b>FOOTPATHS &amp; CYCLEWAYS</b>					
<b>Asset Renewal Expenditure</b>					
Inglis Street, Ballan	374	0	0	374	0
Total Asset Renewal Expenditure	374	0	0	374	0
<b>TOTAL FOOTPATHS &amp; CYCLEWAYS</b>	<b>374</b>	<b>0</b>	<b>0</b>	<b>374</b>	<b>0</b>
<b>RECREATIONAL, LEISURE &amp; COMMUNITY FACILITIES</b>					
<b>Asset Renewal Expenditure</b>					
Bacchus Marsh Racecourse Reserve Sporting Facilities	843	100	0	743	0
Total Asset Renewal Expenditure	843	100	0	743	0
<b>New Asset Expenditure</b>					
Masons Lane Training Lighting	238	100	0	138	0
Bacchus Marsh BMX Club - Race Track Development	125	100	0	25	0
Total New Asset Expenditure	363	200	0	163	0
<b>Asset Upgrade Expenditure</b>					
Navigators Tennis Club Improvements	20	3	0	17	0
Ballan Recreation Reserve Netball/Tennis Court Reconstruction	165	125	0	40	0
Total Asset Upgrade Expenditure	185	128	0	57	0
<b>TOTAL RECREATIONAL, LEISURE &amp; COMMUNITY FACILITIES</b>	<b>1,391</b>	<b>428</b>	<b>0</b>	<b>963</b>	<b>0</b>
<b>TOTAL CARRIED FORWARD WORKS 2016/17</b>	<b>3,608</b>	<b>938</b>	<b>0</b>	<b>2,670</b>	<b>0</b>
<b>Represented by:</b>					
Asset Renewal Expenditure	9,981	979	0	8,196	806
New Asset Expenditure	3,983	850	0	2,133	1,000
Asset Upgrade Expenditure	958	248	0	710	0
Asset expansion expenditure	0	0	0	0	0
	<b>14,922</b>	<b>2,077</b>	<b>0</b>	<b>11,039</b>	<b>1,806</b>

## 7. Rates and charges

This section presents information which the Act and the Regulations require to be disclosed in the Council's annual budget.

### 7. Rates and charges

#### 7.1 The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year

Type or class of land	2016/17 cents/\$CIV	2017/18 cents/\$CIV	Change
Commercial & Industrial Rate	0.006528	<b>0.006668</b>	<b>2.1%</b>
Commercial & Industrial Vacant Land	0.010607	<b>0.010835</b>	<b>2.1%</b>
Extractive Industry Rate	0.012729	<b>0.013002</b>	<b>2.1%</b>
Farm Rate	0.003182	<b>0.003250</b>	<b>2.1%</b>
General Rate	0.004080	<b>0.004167</b>	<b>2.1%</b>
Vacant Land General	0.008567	<b>0.008751</b>	<b>2.1%</b>
Vacant Land FZ and RCZ	0.004080	<b>0.004167</b>	<b>2.1%</b>
Vacant Land GRZ	0.010199	<b>0.010418</b>	<b>2.1%</b>
Residential Retirement Villages	0.003671	<b>0.003751</b>	<b>2.2%</b>

#### 7.2 The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year

Type or class of land	2016/17 \$	2017/18 \$	Change
Commercial & Industrial Rate	1,855,365	<b>1,947,909</b>	<b>5.0%</b>
Commercial & Industrial Vacant Land	229,875	<b>184,346</b>	<b>-19.8%</b>
Extractive Industry Rate	282,253	<b>288,306</b>	<b>2.1%</b>
Farm Rate	3,212,499	<b>3,205,052</b>	<b>-0.2%</b>
General Rate	17,951,408	<b>18,901,252</b>	<b>5.3%</b>
Vacant Land General	924,671	<b>844,293</b>	<b>-8.7%</b>
Vacant Land FZ and RCZ	736,077	<b>771,338</b>	<b>4.8%</b>
Vacant Land GRZ	1,406,921	<b>1,358,404</b>	<b>-3.4%</b>
Residential Retirement Villages	141,732	<b>160,329</b>	<b>13.1%</b>
<b>Total amount to be raised by general rates</b>	<b>26,740,801</b>	<b>27,661,230</b>	<b>3.4%</b>

#### 7.3 The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year

Type or class of land	2016/17 \$	2017/18 \$	Change
Commercial & Industrial Rate	531	<b>545</b>	<b>2.6%</b>
Commercial & Industrial Vacant Land	66	<b>60</b>	<b>-9.1%</b>
Extractive Industry Rate	14	<b>14</b>	<b>0.0%</b>
Farm Rate	1,443	<b>1,409</b>	<b>-2.4%</b>
General Rate	11,808	<b>12,128</b>	<b>2.7%</b>
Vacant Land General	562	<b>525</b>	<b>-6.6%</b>
Vacant Land FZ and RCZ	699	<b>698</b>	<b>-0.1%</b>
Vacant Land GRZ	655	<b>625</b>	<b>-4.6%</b>
Residential Retirement Villages	175	<b>189</b>	<b>8.0%</b>
<b>Total number of assessments</b>	<b>15,953</b>	<b>16,193</b>	<b>1.5%</b>

**7.4 The basis of valuation to be used is the Capital Improved Value (CIV)**

**7.5 The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year**

Type or class of land	2016/17 \$	2017/18 \$	Change
Commercial & Industrial Rate	284,260,000	<b>292,142,000</b>	<b>2.8%</b>
Commercial & Industrial Vacant Land	21,672,000	<b>17,014,000</b>	<b>-21.5%</b>
Extractive Industry Rate	22,174,000	<b>22,174,000</b>	<b>0.0%</b>
Farm Rate	1,009,585,000	<b>986,020,000</b>	<b>-2.3%</b>
General Rate	4,399,855,000	<b>4,535,611,000</b>	<b>3.1%</b>
Vacant Land General	107,934,000	<b>96,476,000</b>	<b>-10.6%</b>
Vacant Land FZ and RCZ	180,411,000	<b>185,093,000</b>	<b>2.6%</b>
Vacant Land GRZ	137,947,000	<b>130,387,000</b>	<b>-5.5%</b>
Residential Retirement Villages	38,598,000	<b>42,748,000</b>	<b>10.8%</b>
<b>Total value of land</b>	<b>6,202,436,000</b>	<b>6,307,665,000</b>	<b>1.7%</b>

**7.6 The rate or unit amount to be levied for each type of service rate or charge under section 162 of the Act compared with the previous financial year**

Type of Charge	Per Rateable Property 2016/17 \$	Per Rateable Property 2017/18 \$	Change
Waste Management	90	<b>101</b>	<b>12.2%</b>
Domestic Waste Collection	144	<b>144</b>	<b>0.0%</b>
Kerbside Greenwaste *	100	<b>80</b>	<b>-20.0%</b>
State Landfill Levy Charge	45	<b>35</b>	<b>-22.2%</b>
<b>Total</b>	<b>379</b>	<b>360</b>	<b>-5.0%</b>

\* Greenwaste collection service became available in January 2017 - fee was \$50 for 2016/17. The annualised charge for 2016/17 was set at \$100.

**7.7 The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year**

Type of Charge	2016/17 \$	2017/18 \$	Change
Waste Management	1,383,120	<b>1,576,206</b>	<b>14.0%</b>
Domestic Waste Collection	1,741,104	<b>1,824,624</b>	<b>4.8%</b>
Kerbside Greenwaste	160,000	<b>144,000</b>	<b>-10.0%</b>
Commercial Garbage	96,849	<b>100,320</b>	<b>3.6%</b>
State Landfill Levy Charge	691,560	<b>546,210</b>	<b>-21.0%</b>
<b>Total</b>	<b>4,072,633</b>	<b>4,191,360</b>	<b>2.9%</b>



**7.8 The estimated total amount to be raised by all rates and charges compared with the previous financial year**

Type of Charge	2016/17 \$	2017/18 \$	Change
General Rates	26,740,801	<b>27,661,230</b>	<b>3.4%</b>
Waste and garbage services	4,072,633	<b>4,191,360</b>	<b>2.9%</b>
Supplementary rates and charges	230,000	<b>254,910</b>	<b>10.8%</b>
<b>Total</b>	<b>31,043,434</b>	<b>32,107,500</b>	<b>3.4%</b>

**7.9 Any significant changes that may affect the estimated amounts to be raised by rates and charges**

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2017/18: estimated \$254,910, 2016/17: \$230,000)
- The variation of returned levels of value (e.g. valuation appeals);
- Changes of use of land such that rateable land becomes non-rateable land and vice versa; and
- Changes of use of land such that residential land becomes business land and vice versa.

## 7.10 Differential rates

### Rates to be levied

Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described below) by the relevant percentages indicated above.

Council considers that each differential rate will contribute to the equitable and efficient carrying out of council functions. Details of the objectives of each differential rate, the types of classes of land, which are subject to each differential rate and the uses of each differential rate, are set out below.

### General Developed Land

#### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

#### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

#### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

#### Geographic Location:

Wherever located within the municipal district.

#### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

#### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

#### Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

#### Definition:

Any land:

- on which a dwelling is lawfully erected and occupied for the principal purpose of physically accommodating persons; and
- which does not have the characteristics of:
  - Commercial and Industrial Land;
  - Vacant Commercial and Industrial Land;
  - Extractive Industry Land;
  - Farm Land;
  - Residential Retirement Villages Land;
  - Vacant General Land;
  - Vacant FZ and RCZ Land; or
  - Vacant GRZ Land.

## **Commercial / Industrial Land**

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

### Definition:

Any land which is lawfully used:

- for the principal purpose of carrying out the manufacturing or productions of goods; or
- for the principal purpose of carrying out trade in goods or services.

## **Vacant Commercial / Industrial Land**

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Definition:

Any land:

- located within an Industrial or Commercial zone under the Moorabool Planning scheme; and
- which is vacant; or
- not lawfully developed for the principal purpose of carrying out the manufacturing or production of goods or trade in goods or services; and
- which does not have the characteristics of General Developed Land.

## **Extractive Industry Land**

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

### Definition:

Any land:

- which is used primarily for the extraction or removal of minerals, earth or stone including the treatment of minerals, earth or stone; or
- on which activities for the extraction or removal of minerals, earth or stone including the treatment of minerals earth or stone have been discontinued but which has not yet been rehabilitated to environmental standards as required by law.

## **Farm Land**

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

### Definition:

Any land:

- which is “farm land” within the meaning of section 2(1) of the Valuation of Land Act 1960.

## **Vacant General Land**

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Definition:

Any land:

- on which no building is lawfully erected; and
- which does not have the characteristics of;
  - Vacant commercial and Industrial Land; or
  - Vacant FZ and RCZ Land; or
  - Vacant GRZ Land.



## **Vacant FZ or RCZ Land**

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Definition:

Any land:

- on which no building is lawfully erected; and
- which is located within the Farm Zone (FZ) or Rural Conservation Zone (RCZ) under the Moorabool Planning Scheme; and
- which does not have the characteristics of Farm Land.

## **Vacant GRZ Land**

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Definition:

Any land:

- on which no building is lawfully erected; and
- which is located within the General Residential Zone (GRZ) under the Moorabool Planning Scheme.

## **Residential Retirement Villages**

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

### Definition:

Any land:

- which is defined as a Retirement Village land under the Retirement Villages Act 1986.

### 7.11 Fair Go Rates System Compliance

Moorabool Shire Council is fully compliant with the State Governments Fair Go Rates System.

Base Average Rates (2016/2017)	\$	1,675
Maximum Rate Increase (set by the State Government)		2.00%
Capped Average Rate (2017/2018)	\$	1,708
Maximum General Rates and Municipal Charges Revenue	\$	27,661,230
Budgeted General Rates and Municipal Charges Revenue	\$	27,661,230

## Budget Analysis

The following reports provide detailed analysis to support and explain the budget reports in the previous section.

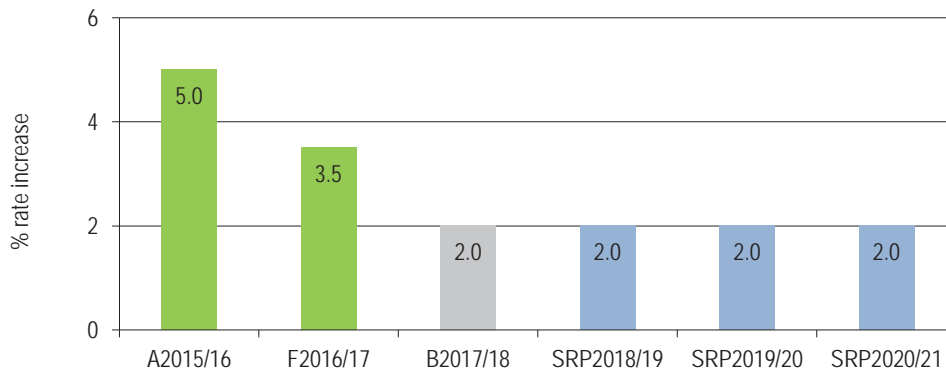
This section includes the following analysis and information.

- 8 Summary of financial position
- 9 Budget influences
- 10 Analysis of operating budget
- 11 Analysis of budgeted cash position
- 12 Analysis of capital budget
- 13 Analysis of budgeted financial position

## 8. Summary of financial position

Council has prepared a Budget for the 2017/18 financial year which seeks to balance the demand for services and infrastructure with the community's capacity to pay. Key budget information is provided below about the rate increase, operating result, services, cash and investments, capital works, financial position, financial sustainability and strategic objectives of the Council.

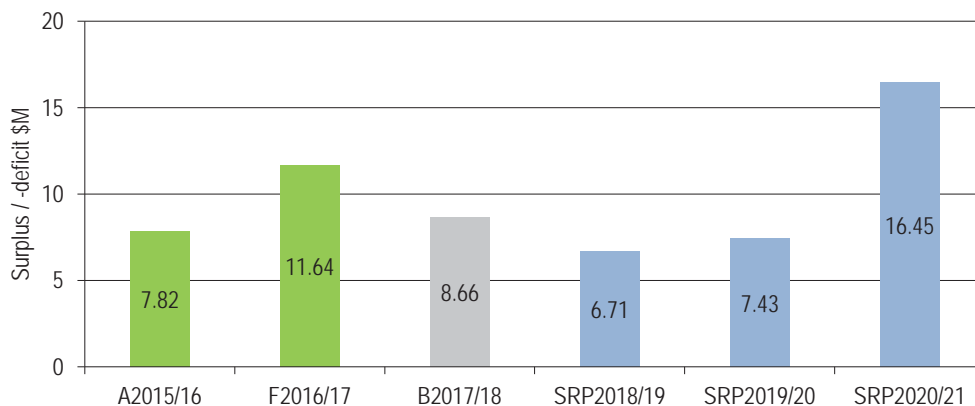
### 8.1 Rates and charges



A = Actual F = Forecast B = Budget SRP = Strategic Resource Plan estimates

It is proposed that general rates increase by 2% for the 2017/18 year, raising total rates of \$32.107 million, including \$0.255 million generated from supplementary rates. Of the 2% increase, a portion will be used to fund \$0.953 million of new initiatives in addition to funding a larger capital works program to address the asset renewal and population growth needs of the Shire. (The rate increase for the 2016/17 year was 3.5%).

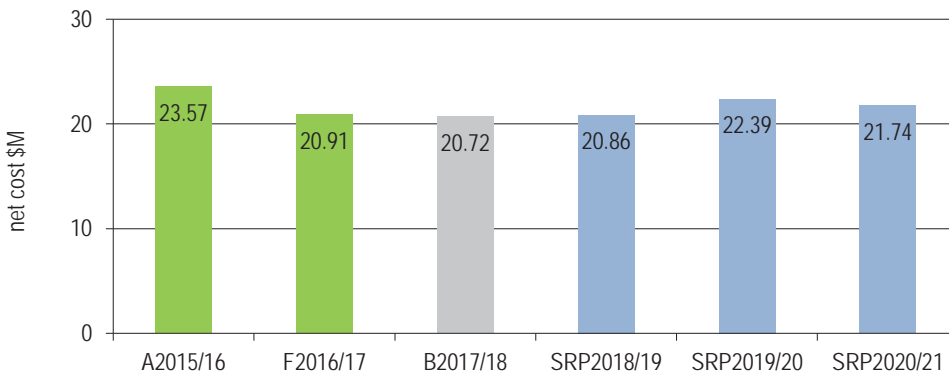
### 8.2 Operating result



A = Actual F = Forecast B = Budget SRP = Strategic Resource Plan estimates

The expected operating result for the 2017/18 year is a surplus of \$8.658 million, which is a decrease of \$2.985 million from 2016/17. The adjusted underlying result, which excludes items such as non-recurrent capital grants and non-cash contributions, is a surplus of \$0.668 million - a decrease of \$0.535 million from 2016/17. (The forecast operating result for the 2016/17 year is a surplus of \$11.643 million).

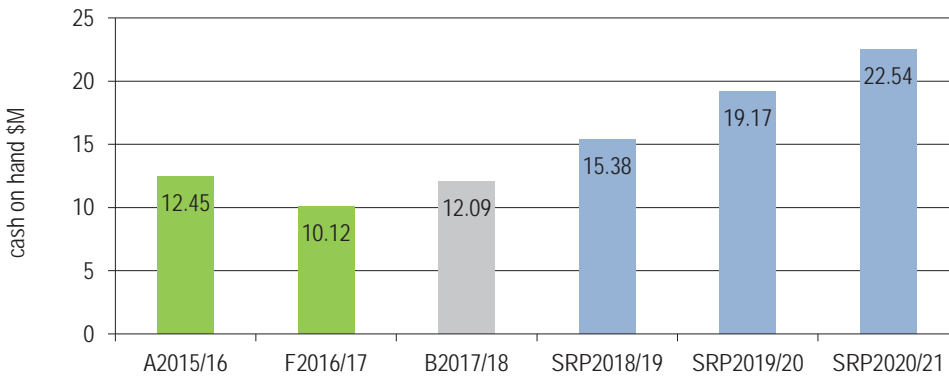
### 8.3 Services



A = Actual F = Forecast B = Budget SRP = Strategic Resource Plan estimates

The net cost of services delivered to the community for the 2017/18 year is expected to be \$20.721 million, which is a decrease of \$0.188 million from 2016/17. A key influencing factor in the development of the 2017/18 Budget has been the continuing focus on delivering operational efficiencies whilst maintaining an appropriate level of service delivery, despite continuing population growth. To this end, significant effort has been expended on ensuring operating budgets are justifiable and financially responsible taking into account the demand of population growth and the rising cost of goods and services against the backdrop of a continuing tough external economic environment. For the 2017/18 year, service levels have been maintained and a number of initiatives adopted. (The forecast net cost for the 2016/17 year is \$20.909 million).

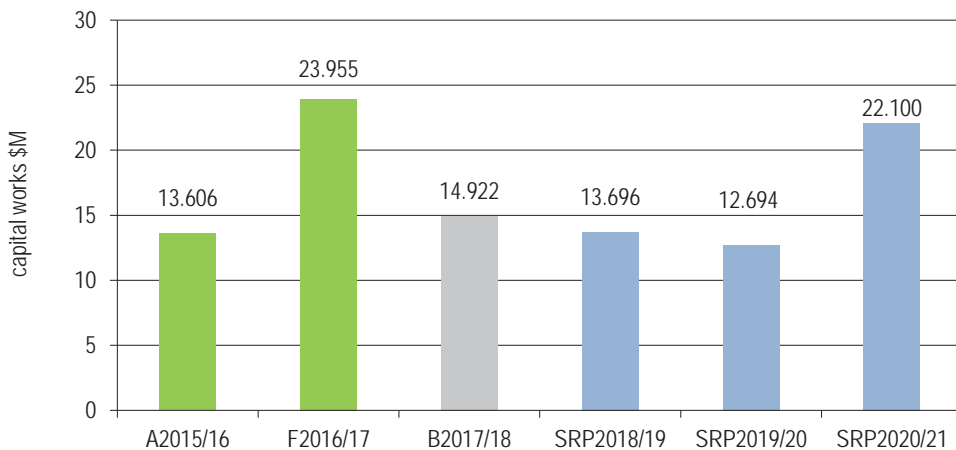
### 8.4 Cash and investments



A = Actual F = Forecast B = Budget SRP = Strategic Resource Plan estimates

Cash and investments are expected to increase by \$1.970 million during the year to \$12.091 million as at 30 June 2018. The increase in cash and investments is in line with Council's Strategic Resource Plan. (Cash and investments are forecast to be \$10.121 million as at 30 June 2017).

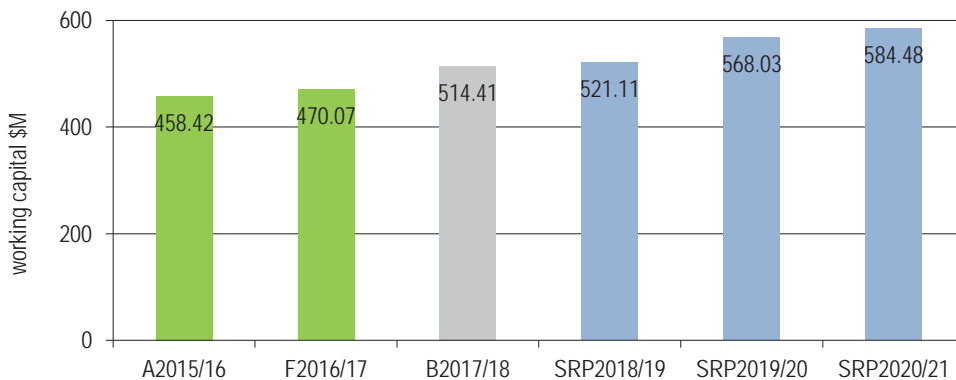
## 8.5 Capital works



A = Actual F = Forecast B = Budget SRP = Strategic Resource Plan estimates

The capital works program for the 2017/18 year is expected to be \$14.922 million. Of the \$14.922 million of capital funding required, \$2.077 million will come from external grants, \$1.806 million from borrowings, and the balance of \$11.039 million from Council cash. The Council cash amount includes asset sales of \$0.370 million. The capital expenditure program has been set and prioritised based on a rigorous process of consultation that has enabled Council to assess needs and develop sound business cases for each project. (Capital works is forecast to be \$23.955 million for the 2016/17 year).

## 8.6 Financial position

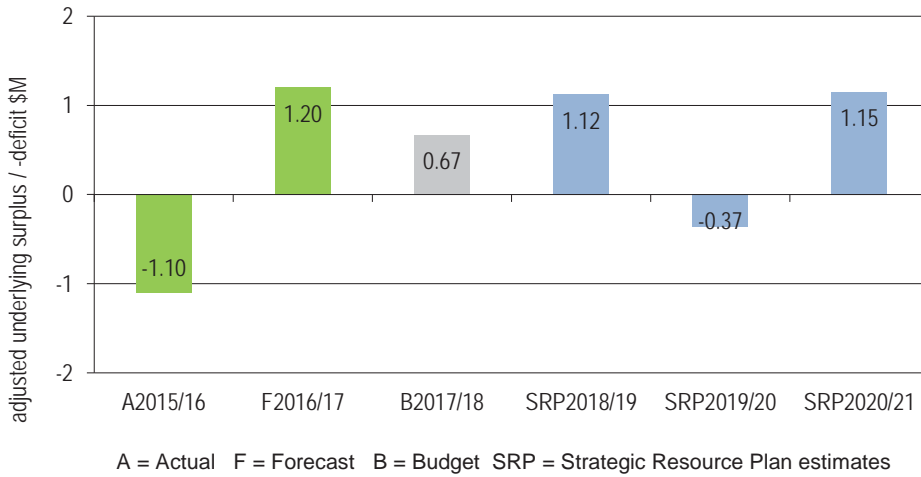


A = Actual F = Forecast B = Budget SRP = Strategic Resource Plan estimates

The financial position is expected to improve with net assets (net worth) to increase by \$44.340 million to \$514.406 million, and net current assets (working capital) will increase by \$1.429 million to \$7.943 million as at 30 June 2018. (Total equity is forecast to be \$470.066 million as at 30 June 2017).

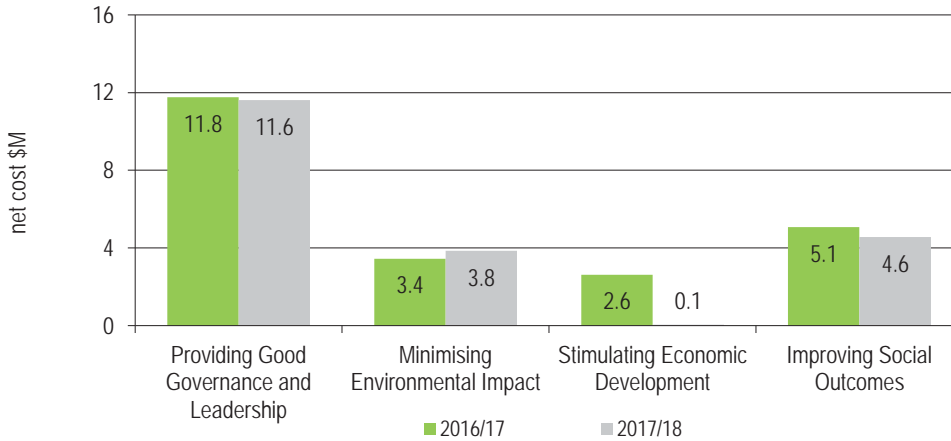


## 8.7 Financial sustainability



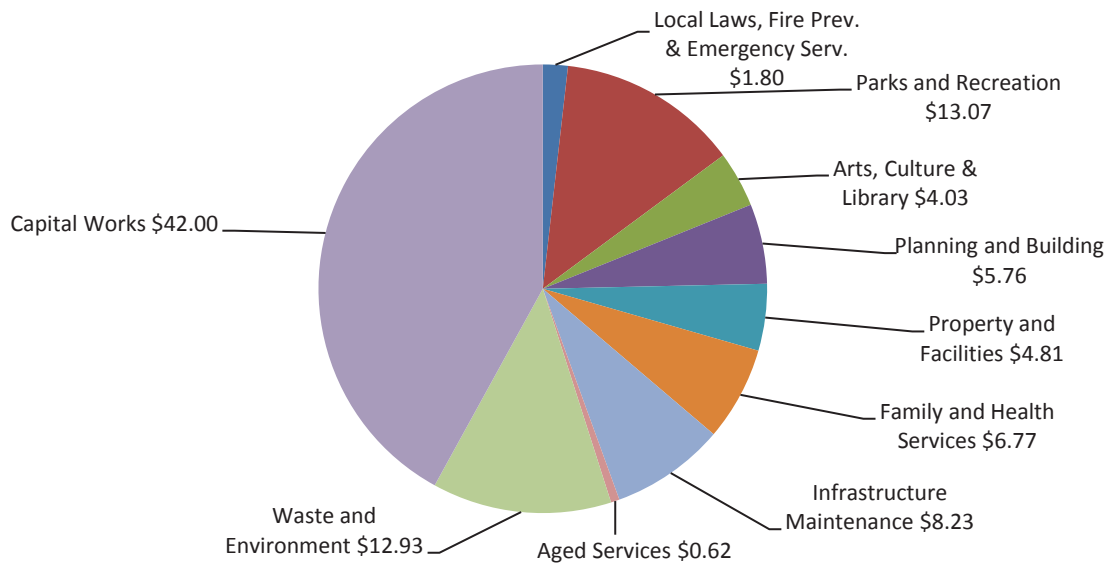
A high level Strategic Resource Plan for the years 2017/18 to 2020/21 has been developed to assist Council in adopting a budget within a longer term prudent financial framework. The key objective of the Plan is financial sustainability in the medium to long term, while still achieving the Council's strategic objectives as specified in the Council Plan. The adjusted underlying result, which is a measure of financial sustainability, shows small increases in the surplus over the four year period. This represents a significant overall improvement in the long term sustainability of Moorabool Shire Council.

## 8.8 Strategic objectives



The Annual Budget includes a range of services and initiatives to be funded that will contribute to achieving the strategic objectives specified in the Council Plan. The above graph shows the level of funding allocated in the budget to achieve the strategic objectives as set out in the Council Plan for the 2017/18 year.

## 9. Council expenditure allocations



The above chart provides an indication of how Council allocates its expenditure across the main services that it delivers. It shows how much is allocated to each service area for every \$100 that Council spends. Council overheads, governance costs and administrative costs are allocated to our external facing services using an internal overhead allocation model.

## 9. Budget influences

This section sets out the key budget influences arising from the internal and external environment within which the Council operates.

### 9.1 Snapshot of Moorabool Shire Council

Moorabool Shire is a fast-growing peri urban municipality nestled between Melbourne, Geelong and Ballarat. It offers residents picturesque surrounds with the vibrancy of an active, growing community.

The Shire's landscape provides an array of living options. Residents can enjoy an urban lifestyle in towns like Bacchus Marsh (45km west of the Melbourne CBD) and Ballan (70km west of the Melbourne CBD) or take advantage of Moorabool's small towns and hamlets, rural open spaces and natural surrounds.

A stunning Shire spanning more than 2,110 square kilometres, Moorabool is made up of 64 localities, hamlets and towns. More than 74% of the Shire comprises of water catchments, state forests and national parks. Moorabool boasts breathtaking landscapes, national parks, forests, gorges, mineral springs and tourism attractions.

Some of its key attractions include the Wombat State Forest, Brisbane Ranges National Park, Lerderderg State Park, Werribee Gorge State Park and the Bacchus Marsh Avenue of Honour.

Moorabool Shire is positioned along the major road and rail transport corridors between Melbourne and Adelaide.

Moorabool's eastern boundary is located just 40km west of Melbourne's CBD and extends westwards to the City of Ballarat municipal boundary. The Shire straddles Victoria's Western Highway and has excellent transport access to Melbourne, Ballarat and Geelong. Bacchus Marsh is equi-distant to Melbourne and Avalon airports and close to the sea ports of Geelong and Melbourne.

#### Our History

The district was settled by Europeans from 1850 and the character of our towns and surrounding areas reflect this era. Gold was discovered in the region and a timber industry quickly developed. The availability of water attracted many people and resulted in pastoral and agricultural development led by pioneers such as Sir William Henry Bacchus, who in 1834 settled on the fertile soil of what is now the township of Bacchus Marsh.

#### Our Traditional Owners

We acknowledge the Indigenous history of Moorabool Shire. The land was traditionally occupied by, and connected to, a number of Aboriginal communities, most notably the Wathaurung Tribe in the south and west, the Djadja Wurrung Tribe in the northern ranges and the Wurundjeri Tribe in the east. In February 2015, the Council formally adopted a Statement of Commitment to Indigenous People.

#### Our Population

Moorabool Shire is a popular tree change destination, growing as fast as any other local government area in inland regional Victoria. The population of the Shire is estimated to increase by 72% between 2015 and 2041 to 54,418. More than half the population lives in Bacchus Marsh and surrounds (18,247) (2015). The Shire's second largest population can be found in and around Ballan (2,985). The remaining population is distributed throughout the large number of small towns, hamlets and farming areas within the Shire. The majority of people who relocate to Moorabool Shire are young families seeking a semi-rural lifestyle. Moorabool's demographic reflects this trend.

## **Population Growth**

When considering future growth of Moorabool Shire, Council has identified three key residential locations where the majority of that growth will occur. These locations – Bacchus Marsh, Ballan and Gordon – already have established infrastructure to accommodate new growth. As part of the Moorabool 2041 (Small Towns and Clusters Settlement Strategy) framework, Council is also consulting with other settlements such as Wallace and Bungaree in reference to the growth opportunities. The population of the Shire is estimated to increase by 72% between 2015 and 2041 to 54,418. The majority of growth during this period will come from the new estates in Maddingley which are forecast to increase by over 174% during this same period.

## **Demographic**

Moorabool Shire has a higher proportion of people in the younger age groups (0 to 17 years) as well as a higher proportion of people in the older age groups (60+ years) when compared to Greater Melbourne. Overall, 25.7% of the population was aged between 0 and 17, and 19.3% were aged 60 years and over, compared with 22.2% and 18.2% respectively for Greater Melbourne.

## **Births**

Despite an ageing population, over 300 babies have been born each year since 2009. In the 2014/15 financial year 364 babies were born in the municipality, and in 2015/16 that number was 377 (Source: Maternal and Child Health database).

## **Housing**

The number of homes is increasing. In 2011, there were 11,560 dwellings, compared to 10,172 dwellings in 2006. The growth in housing stock has been in line with population growth, as the average household size has remained relatively constant.

In 2011, there were 10,797 separate houses in the area, 609 medium density dwellings, and 23 high density dwellings.

Analysis of the types of dwellings in Moorabool Shire in 2011 shows that 93.4% of all dwellings were separate houses; 5.3% were medium density dwellings, and 0.2% were high density dwellings, compared with 71.1%, 21.1%, and 7.2% in the Greater Melbourne respectively.

In 2011, a total of 90.2% of the dwellings in Moorabool Shire were occupied on Census night, compared to 91.2% in Greater Melbourne. The proportion of unoccupied dwellings was 9.6%, which is larger compared to that found in Greater Melbourne (8.6%).

## **Affordability and Liveability**

Moorabool offers diverse living options. Bacchus Marsh, Ballan, Gordon and the smaller Shire townships offer a vital array of community infrastructure, established social and sporting networks, combined with the charm and character only experienced in rural areas.

Bacchus Marsh ranks in the top three of regional Australia's housing markets that are likely to be the best suited for family living. Maintaining liveability for families is an important element for Council. This national ranking was based on a range of factors including house prices, typical block size, average number of bedrooms, expected capital gains and a range of proximity attributes involving schools, health care facilities, child care centres and retail facilities. The analysis also includes socioeconomic wellbeing measures.

Bacchus Marsh was the first area in regional Victoria to receive the National Broadband Network's super high-speed Fibre to the Premises (FTTP) service, with further FTTP rollouts planned for the Shire. Fixed wireless and satellite NBN services are already available in parts of Western Moorabool.

## **Education and occupation**

In the past decade, Western Victoria, which includes Moorabool Shire, has experienced a steadily improving retention of students from Year 10 to Year 12, up from 85.6% in 2004 to 92.0% in 2013. (Source: Department of Education and Training, Summary Statistics Victorian Schools).

People in Moorabool Shire are also becoming better educated. The proportion of residents who have non-school qualifications is increasing. Many more residents in 2011 had completed a formal qualification (Bachelor or higher degree; Advanced Diploma or Diploma; or Vocational qualifications), than in 2006 (42.2% compared with 36.9%). (Source: Australian Bureau of Statistics, Census of Population and Housing).

In 2011, 7,091 (53.2%) of Moorabool Shire's working residents travelled outside of the area to work. Of those who lived and worked in Moorabool the majority worked in Bacchus Marsh (22.5%) followed by Ballan (6.6%). (Source: Australian Bureau of Statistics, Census of Population and Housing).

## **Business Profile**

Traditional economic drivers such as agriculture, timber, wool and beef production and mineral, stone and water extraction remain extremely important to Moorabool's economy.

Residential growth, construction, retail and service industries, light manufacturing and tourism are emerging factors of growth and how potential development locations like Parwan and Ballan will attract investment and cater for job growth.

An analysis of the jobs held by the resident population in Moorabool Shire in 2011 showed the top ranking industry sectors were:

- Construction (1,639 people or 12.3%)
- Health care and social assistance (1,397 people or 10.5%)
- Retail (1,307 people or 9.8%)
- Manufacturing (1,248 people or 9.4%)
- Education and training (1,115 people or 8.4%)
- Transport, postal and warehousing (1,018 people or 7.6%)
- Public administration and safety (935 people or 7.0%)
- Accommodation and food services (682 people or 5.1%)
- Professional, scientific and technical services (674 people or 5.1%)
- Agriculture, forestry and fishing (580 people or 4.4%)

More industry and commercial development is required to meet the rising populations' employment needs.

To meet this need, Council has developed a plan for economic development over the next 10 years and investigated the future demand and supply for industrial land and how potential development locations like Parwan and Ballan will attract investment and cater for job growth.

Moorabool Shire is well positioned to capture new business opportunities from the digital economy with the early rollout of the National Broadband Network which delivers faster, more reliable broadband speeds than that available in most metropolitan areas.

## 9.2 External influences

In preparing the 2017/18 Budget, a number of external influences have been taken into consideration because they are likely to impact significantly on the services delivered by Council in the budget period. These include:

- The Victorian State Government has introduced a cap on rate increases from 2016/2017. The cap for 2017/2018 has been set at 2.0% (2016/2017 - 2.5%).
- CPI for Victoria is forecast to be 2.0% for the 2017/2018 year (Victorian Department of Treasury & Finance, 2016-2017 Budget Update).
- The Victorian Wage Price Index is projected to be 2.5% in 2017/2018 (Victorian Department of Treasury & Finance, 2016-2017 Budget Update).
- Anticipated increases of 2.0% (or \$1.24 per tonne) in the levy payable to the State Government upon disposal of waste into landfill, resulting in additional waste tipping costs. The levy has increased from \$9 per tonne in 2008/2009 to a forecast \$63.27 per tonne in 2017/2018 (703% increase in 9 years).
- On going cost shifting. This occurs where Local Government provides a service to the community on behalf of the State and Federal Government. Over time the funds received by local governments do not increase in line with real cost increases.
- Councils across Australia raise approximately 3.5% of the total taxation collected by all levels of Government in Australia. In addition Councils are entrusted with the maintenance of more than 30% of the all Australian public assets including roads, bridges, parks, footpaths and public buildings. This means that a large proportion of Council's income must be allocated to the maintenance and replacement of these valuable public assets in order to ensure the quality of public infrastructure is maintained at satisfactory levels.
- The Fire Services Property Levy will continue to be collected by Council on behalf of the State Government with the introduction of the Fire Services Property Levy Act 2012.

## 9.3 Internal influences

As well as external influences, there were also a number of internal influences arising from the 2016/17 year which have had a significant impact on the setting of the Budget for 2017/18. These include:

- A desire to improve Council's underlying position over the next five years.
- Council's decision during the year to bring Leisure Services in-house.
- A need to focus on the level of funds provided for renewal and maintenance of existing assets.
- With Council's implementation of the Australian Business Excellence Framework there is a focus of continuous improvement and levels of service.

## 9.4 Budget principles

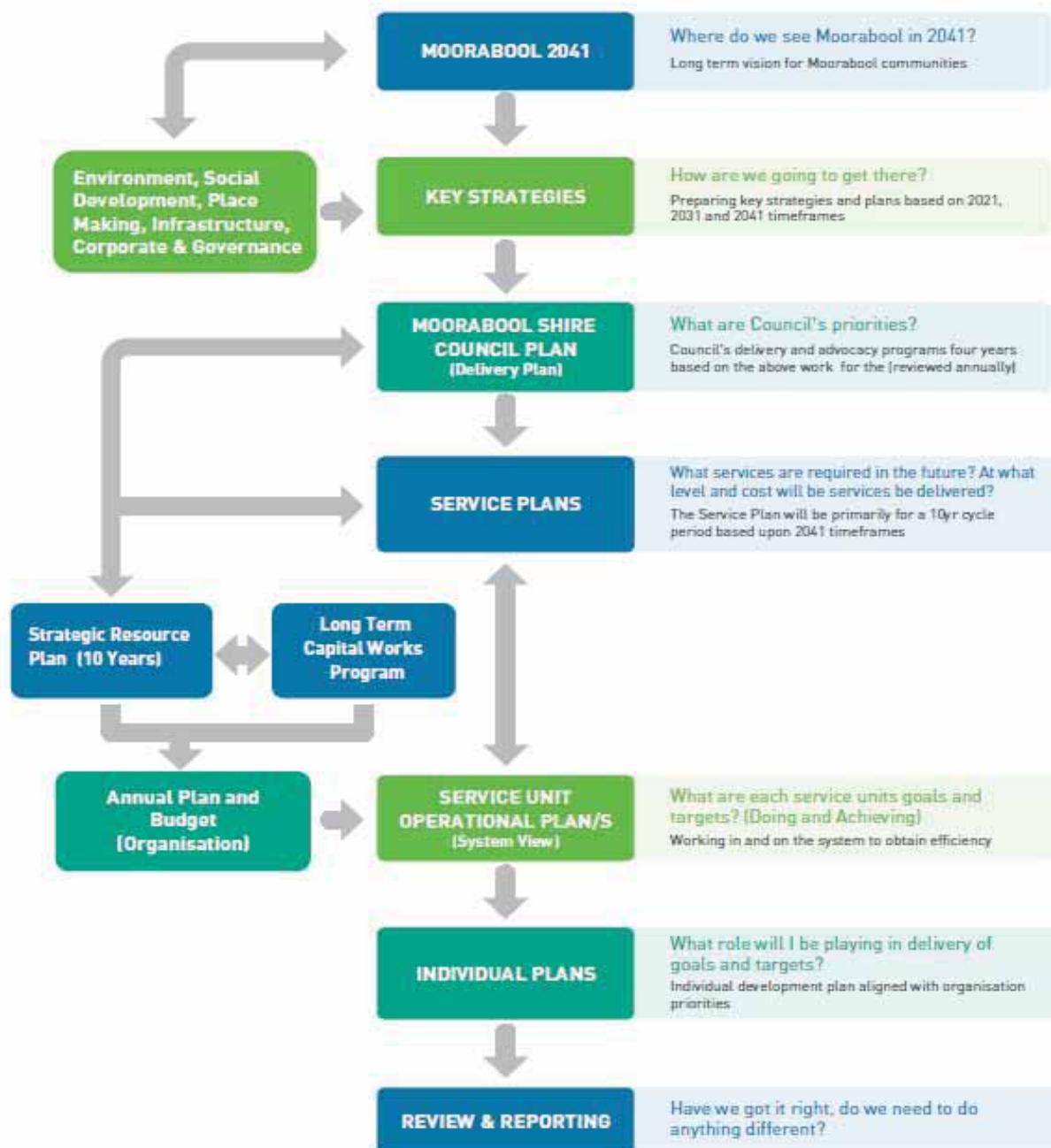
In response to these influences, guidelines were prepared and distributed to all Council officers with budget responsibilities. These guidelines set out the key budget principles upon which the officers were to prepare their budgets. The principles included:

- Council will progressively increase fees and charges for Transfer Stations, Animal Registrations and Septic Tanks to recover direct costs of the service and any corporate overheads on a cost recovery basis. Further details can be found in section 10.2.3.
- Existing fees and charges to be increased by 6%. However, a significant proportion of Council's fees and charges are statutory and therefore set through legislation and regulation and Council's capacity to increase these fees and charges is restricted;
- Grants to be based on confirmed funding levels;
- Salaries and wages to be increased in line with Year 1 of the new Enterprise Agreement (EA);
- New revenue sources to be identified where possible; and
- New initiatives or new employee proposals which are not cost neutral to be justified through a business case.

## 9.5 Long term strategies

The budget includes consideration of a number of long term strategies and contextual information to assist Council to prepare the Budget in a proper financial management context. These include a Strategic Resource Plan for 2017/18 to 2020/21 (section 14), Rating Information (section 15) and Other Strategies (section 16) including borrowings, infrastructure and service delivery.

The diagram below shows Council's Integrated Planning and Delivery Framework which outlines the links between key strategic documents and operational plans.





## 10. Analysis of operating budget

This section analyses the operating budget including expected income and expenses of the Council for the 2017/18 year.

### 10.1 Budgeted income statement

	Ref	Forecast Actual 2016/17 \$'000	Budget 2017/18 \$'000	Variance \$'000
Total income	10.2	60,652	55,262	(5,390)
Total expenses	10.3	(49,009)	(46,604)	2,405
<b>Surplus (deficit) for the year</b>		<b>11,643</b>	<b>8,658</b>	<b>(2,985)</b>
Grants – capital non-recurrent	5.1.2	(5,705)	(1,198)	4,507
Contributions - non-monetary assets		(4,635)	(4,635)	0
Capital contributions - other sources	10.2.4	(100)	(2,157)	(2,057)
<b>Adjusted underlying surplus (deficit)</b>		<b>1,203</b>	<b>668</b>	<b>(535)</b>

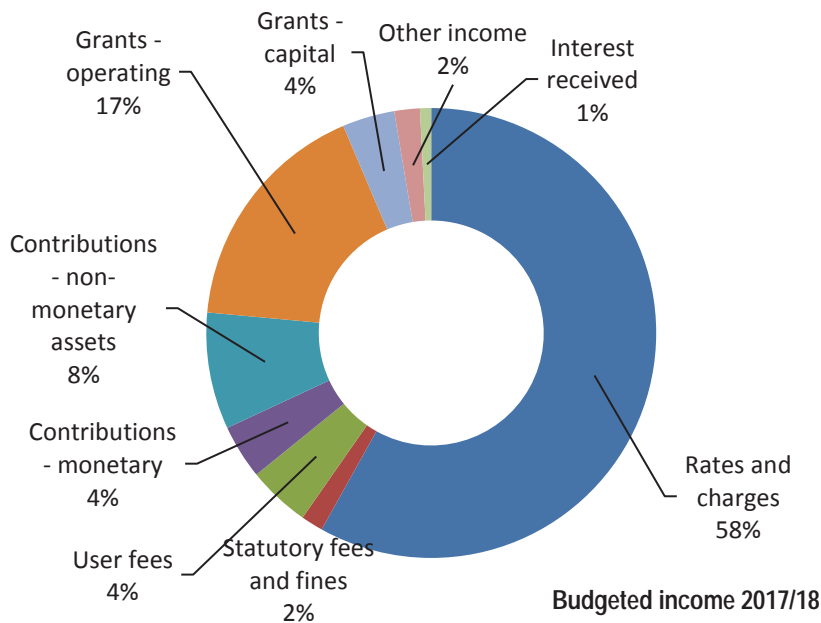
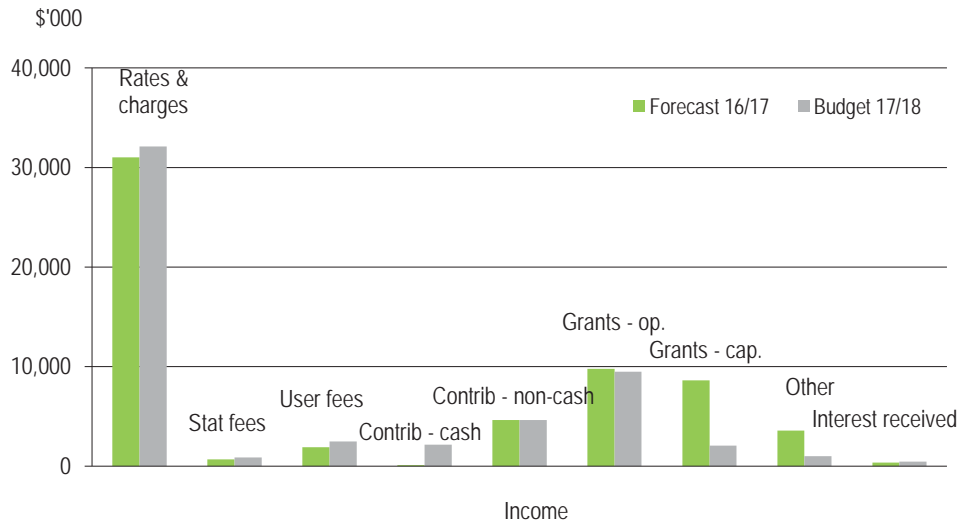
#### 10.1.1 Adjusted underlying surplus (\$0.535 million decrease)

The adjusted underlying result is the net surplus or deficit for the year adjusted for non-recurrent capital grants, non-monetary asset contributions, and capital contributions from other sources. It is a measure of financial sustainability and Council's ability to achieve its service delivery objectives as it is not impacted by capital income items which can often mask the operating result. The adjusted underlying result for the 2017/18 year is a surplus of \$0.668 million which is a decrease of \$0.535 million from the 2016/17 year. In calculating the adjusted underlying result, Council has excluded grants received for capital purposes which are non-recurrent and capital contributions from other sources. Contributions of non-monetary assets are excluded as the value of assets assumed by Council is dependent on the level of development activity each year.

### 10.2 Income

Income Types	Ref	Forecast Actual 2016/17 \$'000	Budget 2017/18 \$'000	Variance \$'000
Rates and charges	10.2.1	31,010	32,107	1,097
Statutory fees and fines	10.2.2	692	877	185
User fees	10.2.3	1,904	2,476	572
Contributions - monetary	10.2.4	100	2,157	2,057
Contributions - non-monetary assets	10.2.5	4,635	4,635	0
Grants - operating	5.1.1	9,776	9,477	(299)
Grants - capital	5.1.2	8,604	2,077	(6,527)
Other income	10.2.6	3,569	1,013	(2,557)
Interest received	10.2.7	362	444	82
<b>Total income</b>		<b>60,652</b>	<b>55,262</b>	<b>(5,390)</b>





Source: Section 3

**10.2.1 Rates and charges (\$1.097 million increase)**

General rate income will be increased by 2%, or \$1.097 million, over 2016/17 to \$32.107 million. Supplementary rates are forecast to increase by \$0.025 million from 2016/17 to \$0.255 million. Section 15 “Rating Information” includes a more detailed analysis of the rates and charges to be levied for 2017/18. Information on rates and charges specifically required by the Regulations is included in section 7.

### **10.2.2 Statutory fees and fines (\$0.185 million increase)**

Includes statutory fees that relate to fees and fines levied in accordance with legislation and includes animal registrations, Health Act registrations, parking fines and other local law infringements. Increases in statutory fees are made in accordance with legislative requirements.

Statutory fees are forecast to increase by 26.7% or \$0.185 million compared to the 2016/17 forecast actual. The main increases relates to Statutory Planning (\$0.188 million).

A detailed listing of statutory fees is included in Appendix A.

### **10.2.3 User fees (\$0.572 million increase)**

User charges relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. These include use of leisure and other community facilities and the provision of human services such as home care services. In setting the Budget, the key principle for determining the level of user charges has been to ensure that increases recognise equity issues and market levels.

User charges are projected to increase by 30.0% or \$0.572 million over the 2016/17 forecast actual. The main contributing factor to the increase is Leisure Services (\$0.233 million). This service has now been brought in-house after previously being contracted out.

There are also other fees that have been identified that will progressively increase to recover the direct costs of the service and corporate overheads (a cost recovery basis). These fees relate to Transfer Stations (\$0.077 million), Animal Registrations (\$0.077 million) and Septic Tanks (\$0.025 million). In addition, Council plans to increase user charges for all other areas by 6% over the budget period to maintain parity between user charges and the costs of service delivery.

A detailed listing of fees and charges is included in Appendix A.

### **10.2.4 Contributions - monetary (\$2.057 million increase)**

These contributions relate to monies paid by developers in regard to Public Open Space and other infrastructure in accordance with planning permits issued for property development.

Contributions are projected to increase by \$2.057 million compared to 2016/17 due to the timing of developer contributions relating to new subdivisions within the Shire.

### **10.2.5 Contributions - non-monetary assets (\$0.000 million increase)**

These contributions relate to assets transferred to Council for works done by developers on new subdivisions within the Shire. These assets include Road Infrastructure, Footpaths, and Drainage.

### **10.2.6 Other income (\$2.557 million decrease)**

Other income relates to a range of items such as lease income of Council properties, royalties, reimbursements, and other miscellaneous income items.

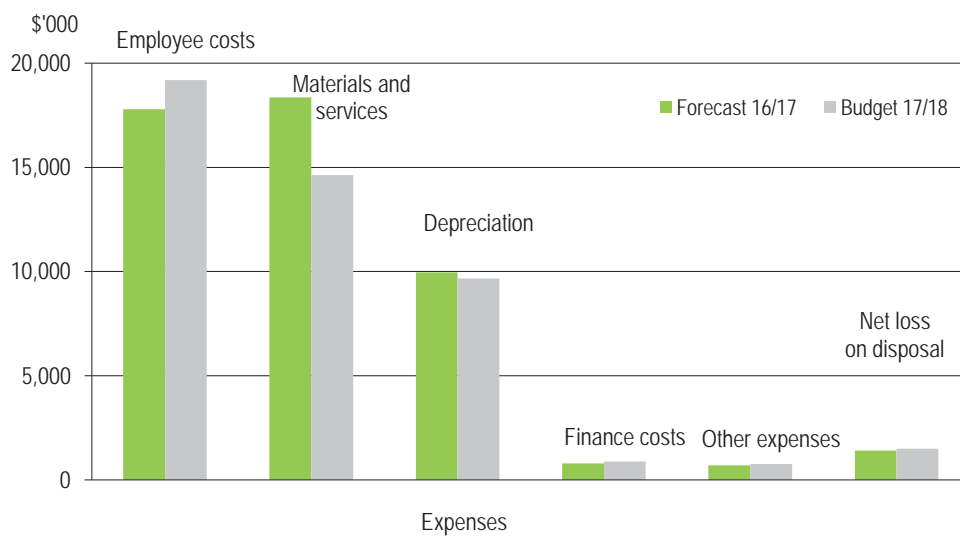
Other income is forecast to decrease by 71.6% or \$2.557 million compared to 2016/17. This mainly relates to income received in 2016/17 for natural disasters (\$1.768 million). There is also a decrease for the reimbursement of costs for the Blackwood Localised Septic Program (\$0.550 million).

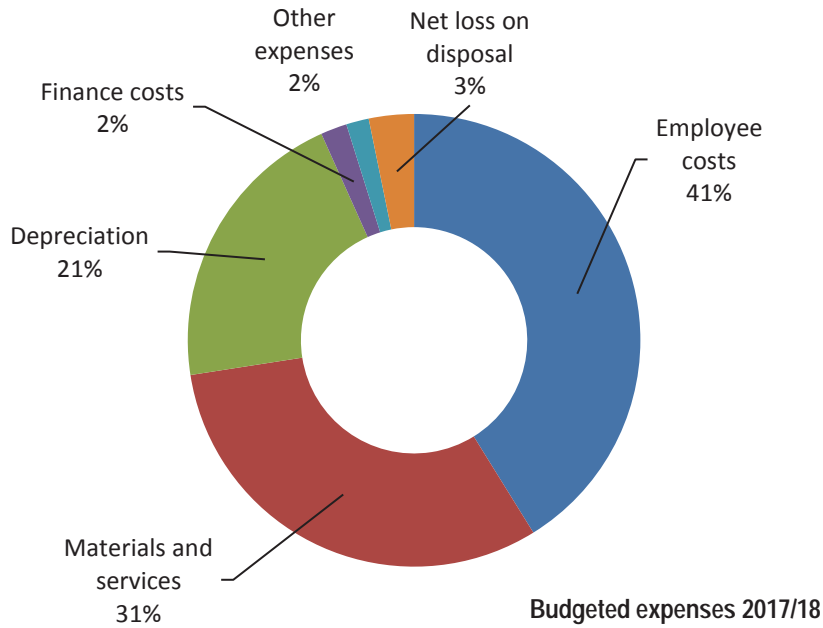
### **10.2.7 Interest (\$0.082 million increase)**

Interest revenue relates to interest received on investments and rate arrears. Interest revenue is forecast to increase by \$0.082 million compared to 2016/17. This is due to an expected increase in the amount of cash assets held during 2017/18 compared to 2016/17.

### 10.3 Expenses

Expense Types	Ref	Forecast	Budget	Variance
		Actual 2016/17 \$'000	2017/18 \$'000	\$'000
Employee costs	10.3.1	17,788	19,183	1,395
Materials and services	10.3.2	18,359	14,626	(3,733)
Depreciation	10.3.3	9,961	9,664	(297)
Finance costs	10.3.4	790	876	86
Other expenses	10.3.5	704	755	50
Net loss on disposal of property, infrastructure, plant and equipment	10.3.6	1,407	1,500	93
<b>Total expenses</b>		<b>49,009</b>	<b>46,604</b>	<b>(2,405)</b>





Source: Section 3

### 10.3.1 Employee costs (\$1.395 million increase)

Employee costs include all labour related expenditure such as wages and salaries, and on-costs such as allowances, leave entitlements, employer superannuation, rostered days off, etc.

Employee costs are forecast to increase by 7.8% or \$1.395 million compared to 2016/17. This increase relates to three key factors:

- New Initiatives of \$0.388 million proposed in the 2017/18 Budget.
- Renegotiation of Council's Enterprise Bargaining Agreement (EBA) of between 1% to 2% (including salary banding movements) which is estimated to cost \$0.364 million in 2017/18.
- Bringing Leisure Services in-house as opposed to being contracted out (\$0.259 million)
- The comparison between 2016/17 Forecast and 2017/18 Budget is also distorted due to vacancies, and savings on leave provisions in 2016/17 being factored into the forecast.

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Department	Budget 2017/18 \$'000	Comprises	
		Permanent Full Time \$'000	Permanent Part Time \$'000
		CEO's Office	376
Growth and Development	5,561	4,354	1,207
Community Services	5,517	2,177	3,340
Infrastructure Services	7,293	7,193	100
Total permanent staff expenditure	18,748	14,101	4,647
Casuals and other expenditure	436		
Capitalised labour costs	930		
<b>Total</b>	<b>20,113</b>		

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Department	Budget FTE	Comprises	
		Permanent Full Time	Permanent Part Time
		CEO's Office	2.0
Growth and Development	58.8	46.0	12.8
Community Services	58.3	23.0	35.3
Infrastructure Services	77.1	76.0	1.1
Total permanent staff expenditure	196.1	147.0	49.1
Casuals and other expenditure	4.6		
Capitalised labour costs	7.7		
<b>Total</b>	<b>208.4</b>		

### 10.3.2 Materials and services (\$3.733 million decrease)

Materials and consumables includes the payments to contractors for the provision of services and includes contracts for garbage collection, infrastructure maintenance, building maintenance, the purchases of consumables, insurances, and utility costs. Materials and services are forecast to decrease by 20.3% or \$3.733 million compared to 2016/17.

The decrease relates mainly to the forecast for 2016/17 containing \$1.806 million in emergency works and asset restoration works for two natural disasters in December 2015 (Scotsburn Fire) and September 2016 (Flood/Storms). The 2016/17 forecast also includes both grant funded and carried forward projects from previous financial years. Projects carried forward that appear in the 2016/17 forecast total \$1.154 million. These projects are excluded from the 2017/18 draft budget.

There are also other decreases relating to Leisure Services no longer being contracted out (\$0.245 million) and Council Elections (\$0.161 million).

### 10.3.3 Depreciation (\$0.297 million decrease)

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's property, plant and equipment including infrastructure assets such as roads and drains. Depreciation is expected to slightly decrease in 2017/18.

### 10.3.4 Finance costs (\$0.086 million increase)

Borrowing costs relate to interest charged by financial institutions on funds borrowed. The reduction in borrowing costs results from the planned reduction in borrowings due to repayment of principal in accordance with loan agreements. Refer to Section 16.1 for further information.

**10.3.5 Other expenses (\$0.050 million increase)**

Other expenses relate to a range of unclassified items including Councillor allowances, Audit Committee sitting fees, audit expenses, bank fees, leases, bad debts and associated recovery costs.

**10.3.6 Net loss on sale of assets (\$0.093 million increase)**

Council's loss from the sale of assets is forecast to be \$1.500 million for 2017/18. The written down value of assets is \$1.870 million, with \$1.500 million of that relating to infrastructure assets replaced. Sale proceeds are expected to be \$0.370 million which relates to the sale of plant and vehicles.

## 11. Analysis of budgeted cash position

This section analyses the expected cash flows from the operating, investing and financing activities of Council for the 2017/18 year. Budgeting cash flows for Council is a key factor in setting the level of rates and providing a guide to the level of capital expenditure that can be sustained with or without using existing cash reserves.

The analysis is based on three main categories of cash flows:

- **Operating activities** - Refers to the cash generated or used in the normal service delivery functions of Council. Cash remaining after paying for the provision of services to the community may be available for investment in capital works, or repayment of debt.
- **Investing activities** - Refers to cash generated or used in the enhancement or creation of infrastructure and other assets. These activities also include the acquisition and sale of other assets such as vehicles, property and equipment.
- **Financing activities** - Refers to cash generated or used in the financing of Council functions and include borrowings from financial institutions and advancing of repayable loans to other organisations. These activities also include repayment of the principal component of loan repayments for the year.

### 11.1 Budgeted cash flow statement

	Ref	Forecast Actual 2016/17 \$'000	Budget 2017/18 \$'000	Variance \$'000
<b>Cash flows from operating activities</b>	11.1.1			
<i>Receipts</i>				
Rates and charges		31,174	32,550	1,375
User fees and fines		2,596	3,353	756
Grants - operating		9,776	9,477	(299)
Grants - capital		8,604	2,077	(6,527)
Interest received		362	444	82
Other receipts		3,669	3,170	(499)
		56,181	51,070	(5,112)
<i>Payments</i>				
Employee costs		(17,217)	(18,611)	(1,394)
Other payments		(19,243)	(15,502)	3,741
		(36,460)	(34,114)	2,347
<b>Net cash provided by operating activities</b>		<b>19,721</b>	<b>16,956</b>	<b>(2,765)</b>
<b>Cash flows from investing activities</b>	11.1.2			
Proceeds from sales of property, infrastructure, plant & equipment		1,334	370	(964)
Payments for property, infrastructure, plant and equipment		(23,955)	(14,922)	9,032
<b>Net cash used in investing activities</b>		<b>(22,621)</b>	<b>(14,552)</b>	<b>8,069</b>
<b>Cash flows from financing activities</b>	11.1.3			
Finance costs		(790)	(876)	(86)
Proceeds from borrowings		2,790	1,806	(984)
Repayment of borrowings		(1,431)	(1,364)	67
<b>Net cash used in financing activities</b>		<b>569</b>	<b>(434)</b>	<b>(1,002)</b>
<b>Net decrease in cash and cash equivalents</b>		<b>(2,331)</b>	<b>1,970</b>	<b>4,302</b>
Cash and cash equivalents at the beg of the year		12,452	10,121	(2,331)
<b>Cash and cash equivalents at end of the year</b>	11.1.4	<b>10,121</b>	<b>12,091</b>	<b>1,970</b>

### 11.1.1 Operating activities (\$2.765 million decrease)

The decrease in cash inflows from operating activities is due mainly to a \$6.527 million decrease in Capital grants and a \$1.394 million increase in Employee costs. These are offset by increases in Rates and charges (\$1.375 million) and User fees and fines (\$0.756 million), along with a decrease in Other payments (\$3.741 million).

The net cash flows from operating activities does not equal the surplus for the year as the expected revenues and expenses of the Council include non-cash items which have been excluded from the Cash Flow Statement. The budgeted operating result is reconciled to budgeted cash flows available from operating activities as set out in the following table.

	Forecast Actual 2016/17 \$'000	Budget 2017/18 \$'000	Variance \$'000
<b>Surplus (deficit) for the year</b>	<b>11,643</b>	<b>8,658</b>	<b>(2,985)</b>
Depreciation	9,961	9,664	(297)
Loss (gain) on sale of assets	1,407	1,500	93
Contributions - non-monetary assets	(4,635)	(4,635)	0
Finance costs	790	876	86
Net movement in current assets and liabilities	554	892	338
<b>Cash flows available from operating activities</b>	<b>19,721</b>	<b>16,956</b>	<b>(2,765)</b>

### 11.1.2 Investing activities (\$8.069 million increase)

The increase in payments for investing activities is distorted due to the 2016/17 forecast containing \$9.677 million in projects carried forward from previous financial years, and \$1.066 million in grants received since the adoption of the 2016/17 budget. In comparison to the Adopted Budget for 2016/17, there is \$2.492 million less to be spent on capital in 2017/18. Further details of the capital program can be seen in section 6.

### 11.1.3 Financing activities (\$1.002 million decrease)

For 2017/18 the total of principal repayments is \$1.364 million and finance charges is \$0.876 million. New borrowings for 2017/18 are expected to be \$1.806 million.

### 11.1.4 Cash and cash equivalents at end of the year (\$1.970 million increase)

Overall, total cash and investments is forecast to increase by \$1.970 million to \$12.091 million as at 30 June 2018. This is consistent with Council's Strategic Resource Plan (see Section 14), however Council has forecast a significant improvement in the overall cash position from 2017/18 onwards.

## 11.2 Restricted and unrestricted cash and investments

Cash and cash equivalents held by Council are restricted in part, and not fully available for Council's operations. The budgeted cash flow statement above indicates that Council is estimating at 30 June 2017 it will have cash and investments of \$10.121 million, which has been restricted as shown in the following table.

	Ref	Forecast Actual 2016/17 \$'000	Budget 2017/18 \$'000	Variance \$'000
<b>Total cash and investments</b>		<b>10,121</b>	<b>12,091</b>	<b>1,970</b>
Restricted cash and investments				
- Statutory and other reserves	11.2.1	(6,847)	(8,544)	(1,696)
- Discretionary reserves	11.2.2	(1,261)	(1,285)	(24)
<b>Unrestricted cash and investments</b>	11.2.3	<b>2,012</b>	<b>2,262</b>	<b>250</b>



**11.2.1 Statutory reserves (\$8.544 million)**

These funds must be applied for specified statutory purposes in accordance with various legislative requirements. While these funds earn interest revenues for Council, the funds are not available for other purposes. During the 2017/18 year \$4.170 million is budgeted to be transferred to and \$2.450 million from Statutory Reserves.

**11.2.2 Discretionary reserves (\$1.285 million)**

These funds are shown as discretionary reserves as, although not restricted for statutory purposes, Council has made decisions regarding the future use of these funds and unless there is a Council resolution these funds will be used for those earmarked purposes. The decisions about future use of these funds has been reflected in Council's Strategic Resource Plan and any changes in the future use of these funds will be made in the context of the future funding requirements set out in the plan.

**11.2.3 Unrestricted cash and investments (\$2.262 million)**

These funds are free of all specific Council commitments and represent funds available to meet daily cash flow requirements, unexpected short term needs and any budget commitments which will be expended in the following year such as grants and contributions. Council regards these funds as the minimum necessary to ensure that it can meet its commitments as and when they fall due without borrowing further funds.

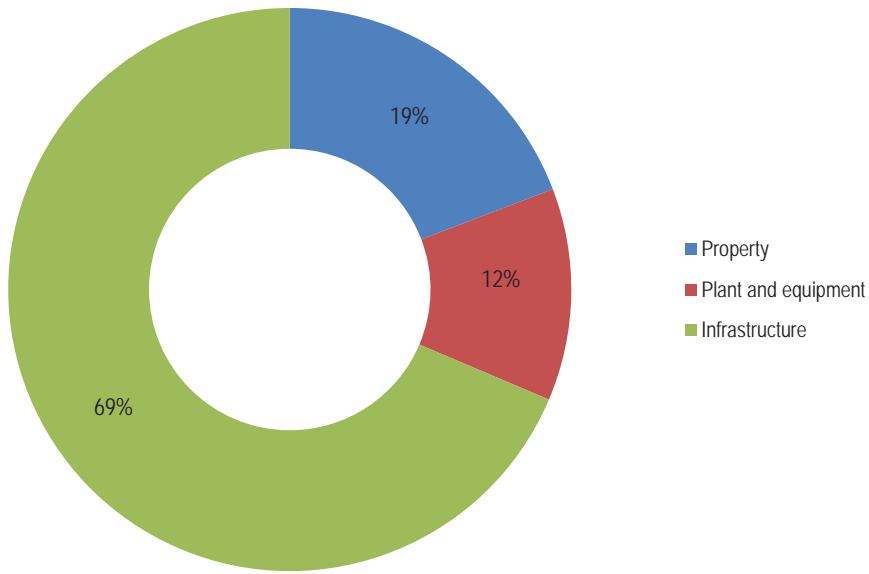
## 12. Analysis of capital budget

This section analyses the planned capital expenditure budget for the 2017/18 year and the sources of funding for the capital budget.

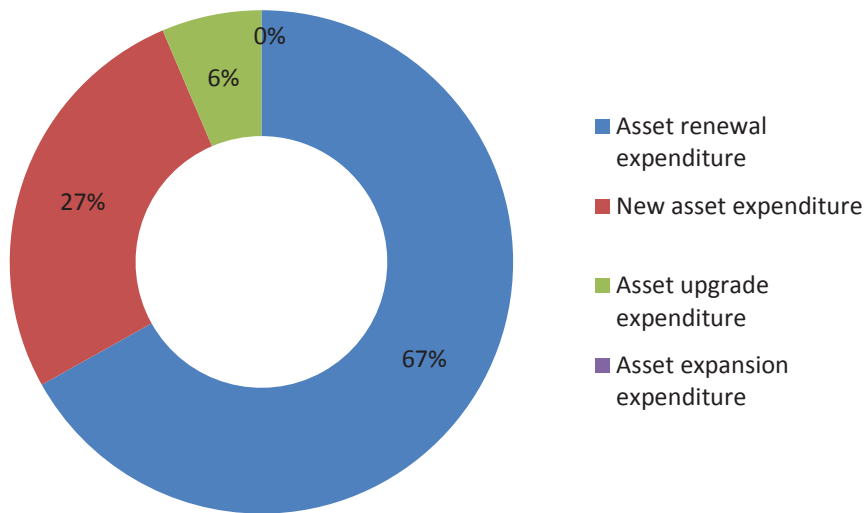
### 12.1 Capital works

Capital Works Areas	Ref	Forecast Actual 2016/17 \$'000	Budget 2017/18 \$'000	Variance \$'000
<b>Works carried forward</b>	12.1.1			
<b>Property</b>				
Buildings		0	737	737
Total property		0	737	737
<b>Infrastructure</b>				
Roads		0	630	630
Bridges		0	476	476
Footpaths		0	374	374
Rec, leisure and community facilities		0	1,391	1,391
Total infrastructure		0	2,871	2,871
<b>Total works carried forward</b>		<b>0</b>	<b>3,608</b>	<b>3,608</b>
<b>New Works</b>				
<b>Property</b>	12.1.2			
Land		0	0	0
Buildings		3,857	2,128	(1,729)
Building improvements		0	0	0
Total property		3,857	2,128	(1,729)
<b>Plant and equipment</b>	12.1.3			
Plant, machinery and equipment		1,688	1,820	132
Library books		99	0	(99)
Total plant and equipment		1,787	1,820	33
<b>Infrastructure</b>	12.1.4			
Roads		16,844	4,838	(12,006)
Bridges		408	405	(3)
Footpaths		349	505	156
Drainage		0	0	0
Rec, leisure and community facilities		378	1,610	1,232
Parks, open space and streetscapes		165	0	(165)
Other infrastructure		167	8	(159)
Total infrastructure		18,310	7,366	(10,944)
<b>Total new works</b>		<b>23,955</b>	<b>11,314</b>	<b>(12,641)</b>
<b>Total capital works expenditure</b>		<b>23,955</b>	<b>14,922</b>	<b>(9,033)</b>
<b>Represented by:</b>				
Asset renewal expenditure	12.1.5	9,744	9,981	237
New asset expenditure	12.1.5	10,336	3,983	(6,352)
Asset upgrade expenditure	12.1.5	3,875	958	(2,917)
Asset expansion expenditure	12.1.5	0	0	0
<b>Total capital works expenditure</b>		<b>23,955</b>	<b>14,922</b>	<b>(9,033)</b>

### Budgeted capital works 2017/18



### Budgeted capital works 2017/18



Source: Section 3. A more detailed listing of capital works is included in Section 6.

### **12.1.1 Carried forward works (\$3.608 million)**

At the end of each financial year there are projects which are either incomplete or not commenced due to factors including planning issues, weather delays and extended consultation. For the 2016/17 year it is forecast that \$3.608 million of capital works will be incomplete and be carried forward into the 2017/18 year. The more significant projects include Bacchus Marsh Racecourse Reserve (\$0.843 million), bridge works at Butter Factory Road, Wallace (\$0.476 million), and Haddon Drive, Ballan (\$0.400 million).

### **12.1.2 Property (\$2.128 million)**

The property class comprises buildings and building improvements including community facilities, municipal offices, sports facilities and pavilions.

For the 2017/18 year, \$2.128 million will be expended on building and building improvement projects. The largest project being the Ballan Depot Relocation (\$1.500 million). Other projects include Maddingley Park Pavilion (\$0.120 million) and Bungaree Hall (\$0.025 million).

### **12.1.3 Plant and equipment (\$1.820 million)**

Plant and equipment includes plant, machinery and equipment, computers and telecommunications, and library books.

For the 2017/18 year, \$1.820 million will be expended on the ongoing cyclical replacement of the plant and vehicle fleet.

### **12.1.4 Infrastructure (\$7.366 million)**

Infrastructure includes roads, bridges, footpaths, drainage, recreation, leisure and community facilities, parks, open space and streetscapes, off street car parks and other structures.

For the 2017/18 year, \$4.838 million will be expended on road projects. The more significant projects include Old Melbourne Road, Gordon (\$0.549 million), Egerton-Ballark Road, Bungal (\$0.524 million), Berry Street, Ballan (\$0.500 million), and Woolpack Road, Bacchus Marsh (\$0.465 million). There is also the Reseal Program (\$0.647 million) and Gravel Road Resheeting Program (\$0.625 million).

Bridge works total \$0.405 million and includes Old Melbourne Road, Ballan (\$0.300 million) and Dog Trap Gully Road, Rowsley (\$0.080 million).

\$0.505 million will be expended on Footpaths and Cycleways for works at Inglis Street, Ballan.

\$1.610 million will be expended on Recreational, Leisure and Community Facilities, including \$1.450 million for Bacchus Marsh Racecourse Reserve Sporting Facilities.

### **12.1.5 Asset renewal (\$9.981 million), new assets (\$3.983 million), and upgrade (\$0.958 million)**

A distinction is made between expenditure on new assets, asset renewal, upgrade and expansion. Expenditure on asset renewal is expenditure on an existing asset, or on replacing an existing asset that returns the service of the asset to its original capability. Expenditure on new assets does not have any element of expansion or upgrade of existing assets but will result in an additional burden for future operation, maintenance and capital renewal.

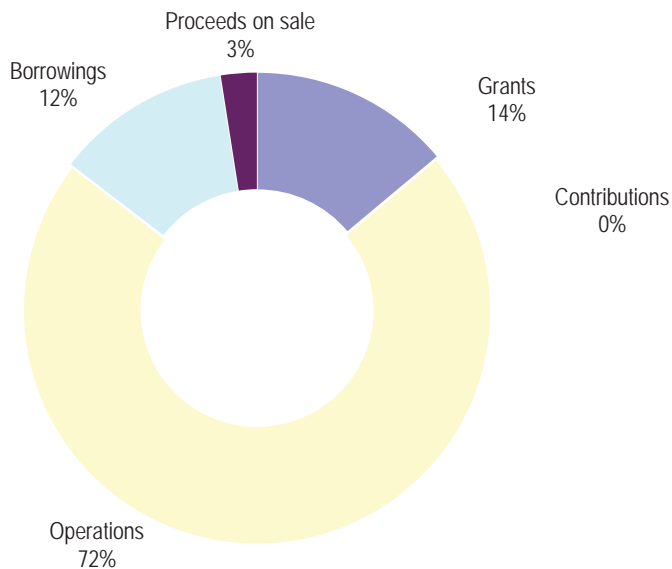
The major projects included in the above categories, which constitute expenditure on new assets, are Ballan Depot Relocation (\$1.500 million) and Bacchus Marsh Racecourse Reserve (\$1.450 million). The remaining capital expenditure represents renewals and upgrades of existing assets.

Council has committed to an extra \$0.400 million in funding for asset renewal and \$0.250 million for new/upgrade in the 2016/17 budget.

## 12.2 Funding sources

Sources of funding	Ref	Forecast	Budget	Variance
		Actual 2016/17 \$'000	2017/18 \$'000	\$'000
<b>Works carried forward</b>				
<b>Current year funding</b>				
Grants		0	938	938
Contributions		0	0	0
Borrowings		0	0	0
Council cash				
- operations		0	2,670	2,670
- proceeds on sale of assets		0	0	0
- reserve cash and investments		0	0	0
<b>Total works carried forward</b>	12.2.1	<b>0</b>	<b>3,608</b>	<b>3,608</b>
<b>New works</b>				
<b>Current year funding</b>				
Grants	12.2.2	8,604	1,139	(7,465)
Contributions	12.2.2	0	0	0
Borrowings		2,790	1,806	(984)
Council cash				
- operations	12.2.3	11,227	7,999	(3,228)
- proceeds on sale of assets	12.2.4	1,334	370	(964)
- reserve cash and investments	12.2.5	0	0	0
<b>Total new works</b>		<b>23,955</b>	<b>11,314</b>	<b>(12,641)</b>
<b>Total funding sources</b>		<b>23,955</b>	<b>14,922</b>	<b>(9,033)</b>

**Budgeted total funding sources 2017/18**



Source: Section 3

#### **12.2.1 Carried forward works (\$3.608 million)**

For the 2016/2017 year it is forecast that \$0.938 million in capital grants will be carried forward into the 2017/2018 year. Significant funding include; Haddon Drive, Ballan (\$0.450 million), Ballan Recreation Reserve Netball/Tennis Court Reconstruction (\$0.125 million), Masons Lane Training Lighting (\$0.100 million), and Bacchus Marsh BMX Track Development (\$0.100 million).

#### **12.2.2 Grants and contributions - Capital (\$1.139 million)**

Capital grants include all monies received from State and Federal sources for the purposes of funding the capital works program. Grants and contributions are budgeted to be received for Roads to Recovery Projects (\$0.879 million), Bacchus Marsh Racecourse Reserve (\$0.200 million), and Maddingley Park Pavilion (\$0.060 million).

#### **12.2.3 Council cash - operations (\$7.999 million)**

Council generates cash from its operating activities, which is used as a funding source for the capital works program. It is forecast that \$7.999 million will be generated from operations to fund the 2017/18 capital works program.

#### **12.2.4 Council cash - proceeds from sale of assets (\$0.370 million)**

Proceeds from sale of assets include major plant, buses, and motor vehicle sales in accordance with Council's fleet renewal policy of \$0.370 million.

#### **12.2.5 Reserve cash - reserve cash and investments (\$0.000 million)**

Each year Council receives cash contributions from developers and these funds are kept in a reserve to fund future capital works in the area being developed. There are no projects proposed to be funded or part funded from reserves in 2017/18.

## 13. Analysis of budgeted financial position

This section analyses the movements in assets, liabilities and equity between 2016/17 and 2017/18. It also considers a number of key performance indicators.

### 13.1 Budgeted balance sheet

	Ref	Forecast Actual 2016/17 \$'000	Budget 2017/18 \$'000	Variance \$'000
<b>Current assets</b>	13.1.1			
Cash and cash equivalents		10,121	12,091	1,970
Trade and other receivables		5,035	4,593	(442)
Non current assets classified as held for resale		0	0	0
Other assets		1,301	1,301	0
<b>Total current assets</b>		<b>16,457</b>	<b>17,985</b>	<b>1,528</b>
<b>Non-current assets</b>	13.1.1			
Trade and other receivables		117	117	0
Property, infrastructure, plant & equipment		480,013	523,718	43,705
Other non-current assets		0	0	0
<b>Total non-current assets</b>		<b>480,130</b>	<b>523,835</b>	<b>43,705</b>
<b>Total assets</b>		<b>496,587</b>	<b>541,820</b>	<b>45,233</b>
<b>Current liabilities</b>	13.1.2			
Trade and other payables		3,967	3,845	122
Trust funds and deposits		534	534	0
Provisions		4,078	4,542	(464)
Interest-bearing loans and borrowings		1,364	1,121	243
<b>Total current liabilities</b>		<b>9,943</b>	<b>10,042</b>	<b>(99)</b>
<b>Non-current liabilities</b>	13.1.2			
Provisions		1,541	1,648	(108)
Interest-bearing loans and borrowings		15,037	15,723	(686)
<b>Total non-current liabilities</b>		<b>16,578</b>	<b>17,372</b>	<b>(793)</b>
<b>Total liabilities</b>		<b>26,521</b>	<b>27,414</b>	<b>(892)</b>
<b>Net assets</b>		<b>470,066</b>	<b>514,406</b>	<b>44,340</b>
<b>Equity</b>	13.1.4			
Accumulated surplus		147,277	154,215	6,938
Asset revaluation reserve		314,680	350,362	35,682
Other reserves		8,108	9,829	1,720
<b>Total equity</b>		<b>470,066</b>	<b>514,406</b>	<b>44,340</b>

Source: Section 3

#### 13.1.1 Current Assets (\$1.528 million increase) and Non-Current Assets (\$43.705 million increase)

Cash and cash equivalents include cash and investments such as cash held in the bank and in petty cash and the value of investments in deposits or other highly liquid investments with short term maturities of three months or less.

Trade and other receivables are monies owed to Council by ratepayers and others. Short term debtors are expected to decrease by \$0.442 million in the 2017/18 budget.

Other assets includes items such as prepayments for expenses that Council has paid in advance of service delivery, inventories or stocks held for sale or consumption in Council's services and other revenues due to be received in the next 12 months.

Property, infrastructure, plant and equipment is the largest component of Council's worth and represents the value of all the land, buildings, roads, vehicles, equipment, etc which has been built up by Council over many years. The increase in this balance is attributable to the net result of proposed revaluations (\$35.682 million), the capital works program (\$14.922 million of new assets), contributed assets (\$4.635 million), depreciation of assets (\$9.664 million), and the sale of property, plant and equipment (\$1.870 million).

### 13.1.2 Current Liabilities (\$0.099 million increase) and Non Current Liabilities (\$0.793 million increase)

Trade and other payables are those to whom Council owes money as at 30 June. These liabilities are budgeted to increase from that of the 2016/17 forecast levels.

Provisions include accrued long service leave, annual leave and rostered days off owing to employees. These employee entitlements are only expected to increase marginally due to more active management of entitlements.

Interest-bearing loans and borrowings are borrowings of Council. The Council is budgeting to repay loan principal of \$1.364 million over the year, whilst borrowing \$1.806 million to help fund capital works.

### 13.1.3 Working Capital (\$1.429 million increase)

Working capital is the excess of current assets above current liabilities. This calculation recognises that although Council has current assets, some of those assets are already committed to the future settlement of liabilities in the following 12 months, and are therefore not available for discretionary spending.

Council has also committed further current assets to specific and restricted purposes, represented by reserves, which may not yet be represented as current liabilities at 30 June.

	Forecast		
	Actual	Budget	Variance
	2016/17	2017/18	
	\$'000	\$'000	\$'000
<b>Current assets</b>	16,457	17,985	1,528
<b>Current liabilities</b>	9,943	10,042	(99)
<b>Working capital</b>	6,514	7,943	1,429
Restricted cash and investment current assets			
- Statutory and other reserves	(6,847)	(8,544)	1,696
- Discretionary reserves	(1,261)	(1,285)	24
<b>Unrestricted working capital</b>	<b>(1,594)</b>	<b>(1,886)</b>	<b>(292)</b>



#### **13.1.4 Equity (\$44.340 million increase)**

Total equity always equals net assets and is made up of the following components:

- Asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations. Asset revaluation increments are expected to be \$35.682 million in 2017/18.
- Other reserves are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. These amounts are transferred from the Accumulated Surplus of the Council to be separately disclosed. A net movement of \$1.720 million is budgeted for in 2017/18.
- Accumulated surplus which is the value of all net assets less Reserves that have accumulated over time. The increase in accumulated surplus of \$6.938 million results directly from the operating surplus for the year of \$8.658, plus the movement of \$1.720 million in other reserves.

#### **13.2 Key assumptions**

In preparing the Budgeted Balance Sheet for the year ending 30 June 2018 it was necessary to make a number of assumptions about assets, liabilities and equity balances. The key assumptions are as follows:

- A total of 98.5% of total rates and charges raised will be collected in the 2017/18 year.
- Other debtors and creditors to remain consistent with 2016/17 levels.
- Employee entitlements to be increased by the Enterprise Agreement outcome offset by the impact of more active management of leave entitlements of staff.
- Repayment of loan principal to be \$1.364 million.
- Total capital expenditure to be \$14.922 million (includes \$3.608 million carried forward from 2016/17).

## Long Term Strategies

This section includes the following analysis and information.

- 14 Strategic resource plan
- 15 Rating information
- 16 Other long term strategies

## 14. Strategic resource plan

This section includes an extract of the adopted Strategic Resource Plan to provide information on the long term financial projections of the Council.

### 14.1 Plan development

The Act requires a Strategic Resource Plan to be prepared describing both financial and non-financial resources (including human resources) for at least the next four financial years to achieve the strategic objectives in the Council Plan. In preparing the SRP, Council must take into account all other plans and strategies in regard to services and initiatives which commit financial and non-financial resources for the period of the SRP.

Council has prepared a Strategic Resource Plan (SRP) for the four years 2017/18 to 2020/21 as part of its ongoing financial planning to assist in adopting a budget within a longer term framework. The SRP takes the strategic objectives and strategies as specified in the Council Plan and expresses them in financial terms for the next four years.

The key objective, which underlines the development of the SRP, is financial sustainability in the medium to long term, while still achieving Council's strategic objectives as specified in the Council Plan. The key financial objectives, which underpin the SRP, are:

- Maintain existing service levels
- Achieve a breakeven operating result within five to six years
- Maintain a large capital expenditure program to cater for a growing community
- Achieve a balanced budget on a cash basis.

In preparing the SRP, Council has also been mindful of the need to comply with the following Principles of Sound Financial Management as contained in the Act:

- Prudently manage financial risks relating to debt, assets and liabilities
- Provide reasonable stability in the level of rate burden
- Consider the financial effects of Council decisions on future generations
- Provide full, accurate and timely disclosure of financial information.

The SRP is updated annually through a rigorous process of consultation with Council service providers followed by a detailed sensitivity analysis to achieve the key financial objectives.

### 14.2 Financial resources

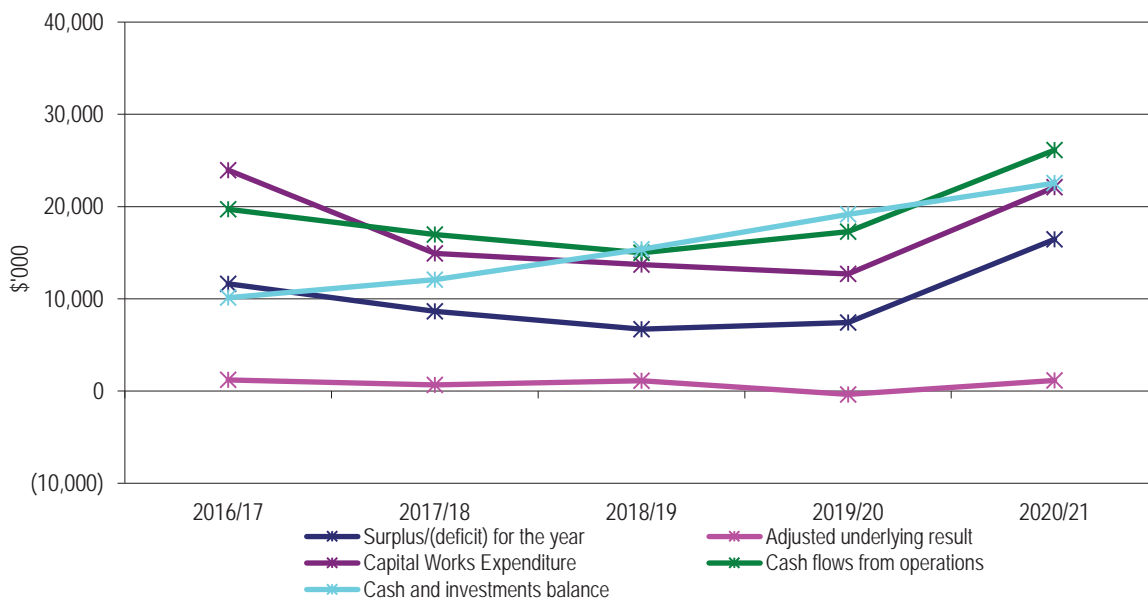
The following table summaries the key financial results for the next four years as set out in the SRP for years 2017/18 to 2020/21. Section 3 includes a more detailed analysis of the financial resources to be used over the four year period.

Indicator	Forecast	Budget	Strategic Resource Plan			Trend
	Actual		Projections			
	2016/17	2017/18	2018/19	2019/20	2020/21	+/-
	\$'000	\$'000	\$'000	\$'000	\$'000	
Surplus/(deficit) for the year	11,643	8,658	6,709	7,433	16,452	+
Adjusted underlying result	1,203	668	1,123	(365)	1,155	+
Cash and investments balance	10,121	12,091	15,377	19,168	22,539	+
Cash flows from operations	19,721	16,956	14,986	17,272	26,129	+
Capital works expenditure	23,955	14,922	13,696	12,694	22,100	o

Key to Forecast Trend:

- + Forecast improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecast deterioration in Council's financial performance/financial position indicator

The following graph shows the general financial indicators over the four year period.



The key outcomes of the Plan are as follows:

- Financial sustainability (section 11)** - Cash and investments is forecast to increase over the four year period from \$12.091 million to \$22.539 million, which indicates a balanced budget on a cash basis in each year.
- Rating levels (section 15)** – Modest rate increases are forecast over the four years at an average of 2.0%, which is in line with the Fair Go Rating System.
- Service delivery strategy (section 16)** – Service levels will be maintained throughout the four year period. Despite this, operating surpluses are forecast for the next 4 years as a result of significant capital grant revenue being received to fund the annual capital works program. However, excluding the effects of capital items such as capital grants and contributions, the adjusted underlying result is a deficit reducing over the four year period. The underlying result is a measure of financial sustainability and is an important measure as once-off capital items can often mask the operating result.
- Borrowing strategy (section 16)** – Borrowings are forecast to increase from \$16.844 million to \$18.839 million over the four year period. This includes new borrowings of \$9.559 million over the same period.
- Infrastructure strategy (section 16)** - Capital expenditure over the four year period will total \$63.411 million at an average of \$15.853 million per year.

## 15. Rating information

This section contains information on Council's past and foreshadowed rating levels along with Council's rating structure and the impact of changes in property valuations. This section should be read in conjunction with Council's Rating Strategy which is available on Council's website.

### 15.1 Rating context

In developing the Strategic Resource Plan (referred to in Section 14), rates and charges were identified as an important source of revenue, accounting for 57.1% of the total revenue received by Council annually. Planning for future rate increases has therefore been an important component of the Strategic Resource Planning process. The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the Moorabool community.

### 15.2 Future rates and charges

The following table sets out future proposed increases in rates and charges and the total rates to be raised, based on the forecast financial position of Council as at 30 June 2017.

Year	General Rate Increase %	Waste M'ment Service \$	Domestic Waste Collection \$	State Landfill Levy \$	Total Rates Raised \$'000
2016/17	3.50	5.00	13.00	0.00	31,010
2017/18	2.00	11.00	0.00	-10.00	32,107
2018/19	2.00	0.00	0.00	0.00	33,170
2019/20	2.00	0.00	0.00	0.00	34,320
2020/21	2.00	0.00	0.00	0.00	35,521

### 15.3 Rating structure

Council has established a rating structure which is comprised of two key elements. These are:

- Property values, form the central basis of rating under the *Local Government Act 1989*
- A user pays component to reflect usage of certain services provided by Council

Striking a proper balance between these elements provides equity in the distribution of the rate burden across residents.

Council makes a further distinction within the property value component of rates based on the purpose for which the property is used, for example, whether the property is used for residential or commercial purposes. This distinction is based on the concept that business should pay a fair and equitable contribution to rates taking into account the benefits those commercial properties derive from the local community.

Having reviewed the various valuation bases for determining the property value component of rates as part of the 2014 Rating Strategy review, Council has determined to apply a Capital Improved Value (CIV) basis on the grounds that it provides the most equitable distribution of rates across the municipality. There are currently no plans to change that basis for the duration of the current Council term. The basis of valuation will be considered as part of future Rating Strategy reviews.

The existing rating structure comprises nine differential rates, and a rate concession for Cultural and Recreational land. These rates are structured in accordance with the requirements of Section 161 'Differential Rates' of the Act. A summary of the applicable rating categories are shown below. Under the Cultural and Recreational Lands Act 1963, provision is made for a Council to levy the rate for cultural and recreational lands at "such amount as the municipal council thinks reasonable having regard to the services provided by the municipal council in relation to such lands and having regard to the benefit to the community derived from such lands". Council also levies a waste management charge, a kerbside collection charge and a state landfill levy charge as allowed under the Act.

The following table summarises the rates to be determined for the 2017/18 year. A more detailed analysis of the rates to be raised is contained in section 7 "Rates and charges".

Rate type	How applied	2016/17	2017/18	Change
Commercial & Industrial Rate	Cents/\$ CIV	0.006528	0.006668	2.1%
Commercial & Industrial Vacant Land	Cents/\$ CIV	0.010607	0.010835	2.1%
Extractive Industry Rate	Cents/\$ CIV	0.012729	0.013002	2.1%
Farm Rate	Cents/\$ CIV	0.003182	0.003250	2.1%
General Rate	Cents/\$ CIV	0.004080	0.004167	2.1%
Vacant Land General	Cents/\$ CIV	0.008567	0.008751	2.1%
Vacant Land FZ and RCZ	Cents/\$ CIV	0.004080	0.004167	2.1%
Vacant Land GRZ	Cents/\$ CIV	0.010199	0.010418	2.1%
Residential Retirement Villages	Cents/\$ CIV	0.003671	0.003751	2.2%
Waste Management	\$/ property	\$90	\$101	12.2%
Domestic Waste Collection	\$/ property	\$144	\$144	0.0%
Kerbside Greenwaste	\$/ property	\$100	\$80	-20.0%
State Landfill Levy Charge	\$/ property	\$45	\$35	-22.2%

In the 2013/14 financial year, Council undertook a formal Rating Strategy review. As part of the Rating Strategy review, an extensive community consultation plan was undertaken to ensure the community was informed and educated as to the various rating options under consideration in addition to providing residents with an opportunity to choose their preferred rating proposal. The adopted rating strategy will apply for the 2017/18 financial year. The document is available on Council's website for ratepayers to view. Alternatively, refer to section 7 for further information on Council's rating structure.

## 16. Other long term strategies

This section sets out summaries of the strategies that have been developed and incorporated into the Strategic Resource Plan including borrowings, infrastructure and service delivery.

### 16.1 Borrowings

In developing the Strategic Resource Plan (see Section 14), borrowings was identified as an important funding source for the capital works program. In the past, Council has borrowed strongly to finance large infrastructure projects and plans to continue this trend maintaining a 40-50% debt to rates revenue ratio. An estimate of future borrowing requirements has been incorporated into the Strategic Resource Plan. All intended borrowings must be approved by the Loan Council (Department of Planning and Community Development) and approved/adopted as part of the Annual Budget process by Council.

The SRP includes the results of an analysis of Council's debt position over a number of different indicators. It also shows the results of the 'obligations' indicators that are part of the prescribed financial reporting indicators. The outcome of the analysis highlights that Council can accommodate the debt levels proposed in the SRP.

For the 2017/18 year, Council has proposed to take up \$1.806 million in new borrowings to help fund the capital works program and therefore, after making loan repayments of \$1.364 million, will increase its total borrowings to \$16.844 million as at 30 June 2018. However, it is likely that in future years, borrowings will be required to fund future infrastructure initiatives. The following table sets out future adopted borrowings, based on the forecast financial position of Council as at 30 June 2017.

Year	New Borrowings \$'000	Principal Paid \$'000	Interest Paid \$'000	Balance 30 June \$'000
2016/17	2,790	1,431	790	16,401
2017/18	1,806	1,364	876	16,844
2018/19	3,639	1,121	901	19,362
2019/20	824	1,120	877	19,066
2020/21	500	727	823	18,839

The table below shows information on borrowings specifically required by the Regulations.

	2016/17 \$	2017/18 \$
Total amount borrowed as at 30 June of the prior year	15,042,714	<b>16,401,366</b>
Total amount to be borrowed	2,790,000	<b>1,806,400</b>
Total amount projected to be redeemed	(1,431,348)	<b>(1,363,984)</b>
Total amount proposed to be borrowed as at 30 June	16,401,366	<b>16,843,782</b>

## 16.2 Infrastructure

Council is currently in the process of developing a Long Term Capital Improvement Plan based on the knowledge provided by various Asset Management Plans, which will set out the capital expenditure requirements of Council for the next 10 years by class of asset, and will be a key input to the SRP. It will predict infrastructure consumption, renewal needs and consider infrastructure needs to meet future community service expectations. The Strategy will be developed through a rigorous process of consultation and evaluation. The key aspects of the process are as follows:

- Long term capital planning process which integrates with the Council Plan, Strategic Resource Plan and Annual Budget processes
- Identification of capital projects through the preparation of asset management plans
- Prioritisation of capital projects within classes on the basis of evaluation criteria
- Methodology for allocating annual funding to classes of capital projects
- Business Case template for officers to document capital project submissions.

A key objective of the Long Term Capital Improvement Plan will be to maintain or renew Council's existing assets at desired condition levels. If sufficient funds are not allocated to asset renewal then Council's investment in those assets will reduce, along with the capacity to deliver services to the community.

The following table summarises Council's forward outlook on capital expenditure including funding sources for the next four years.

Year	Total Capital Program \$'000	Grants \$'000	Summary of funding sources		
			Contributions \$'000	Council Cash \$'000	Borrowings \$'000
2016/17	23,955	8,604	0	12,561	2,790
2017/18	14,922	2,077	0	11,039	1,806
2018/19	13,696	879	2,000	7,179	3,639
2019/20	12,694	2,379	0	9,491	824
2020/21	22,100	7,450	0	14,150	500

In addition to using cash generated from its annual operations, borrowings and external contributions such as government grants, Council has significant cash or investment reserves that are also used to fund a variety of capital projects. These reserves are either 'statutory' or 'discretionary' cash reserves. Statutory reserves relate to cash and investments held by Council that must be expended on a specific purpose as directed by legislation or a funding body, and include contributions to car parking, drainage and recreation. Discretionary cash reserves relate to those cash and investment balances that have been set aside by Council and can be used at Council's discretion, even though they may be earmarked for a specific purpose.



### 16.3 Service delivery

The key objectives in Council's Strategic Resource Plan (referred to in Section 14) which directly impact the future service delivery strategy are to maintain existing service levels and to achieve a breakeven operating result within five to six years. The Rating Information (see Section 15) also refers to the proposed rate increases over the next four years. With these key objectives as a basis, a number of internal and external influences have been identified through discussions with management which will have a significant impact on the scope and level of services to be provided over the next four years.

The general influences affecting all operating revenue and expenditure include the following:

	2017/18	2018/19	2019/20	2020/21
	%	%	%	%
Consumer Price Index	2.0	2.0	2.0	2.0
Rate increases	2.0	2.0	2.0	2.0
Property growth	2.6	2.4	2.4	2.2
Wages growth	2.3	2.3	2.3	2.8
Government funding	4.6	4.4	4.4	4.2
Statutory fees	4.6	4.4	4.4	4.2
Interest on loans	3.7	3.7	3.8	4.0
Investment return	2.0	2.0	2.0	2.2

The service delivery outcomes measured in financial terms are shown in the following table.

Year	Surplus (Deficit) for the year \$'000	Adjusted Underlying Surplus (Deficit) \$'000	Net Service (Cost) \$'000
2016/17	11,643	1,203	(20,909)
2017/18	8,658	668	(20,721)
2018/19	6,709	1,123	(20,864)
2019/20	7,433	(365)	(22,393)
2020/21	16,452	1,155	(21,744)

Service levels have been maintained throughout the four year period with operating surpluses forecast as a result of significant capital grant revenue being received to fund the annual capital works program. Excluding the effects of items such as capital contributions, the adjusted underlying result is a reducing deficit over the four year period. The net cost of the services provided to the community increases from \$20.721 million to \$21.744 million over the four year period.

## Appendices

### Fees and charges schedule

This appendix presents the fees and charges of a statutory and non-statutory nature which will be charged in respect to various goods and services provided during the 2017/18 year.

Description	Type of Fee	2016/2017 Adopted Fees			Unit	2017/2018 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Active Ageing and Community Access</b>								
<b>Commonwealth Home Support Program</b>								
Personal Care	Council Fee (No GST)	4.50	to	45.68	Per Hour	4.50	to	46.35
Social Support Individuals (Respite Care)	Council Fee (No GST)	3.00	to	45.68	Per Hour	3.50	to	46.35
Domestic Assistance (Home Care)	Council Fee (No GST)	6.00	to	45.68	Per Hour	6.70	to	46.35
Home Modifications	Council Fee (No GST)				Per Hour	12.20	to	48.00
Home Maintenance - General & Lawn Mowing	Council Fee (No GST)	12.00	to	47.38	Per Hour	12.20	to	48.00
Delivered Meals	Council Fee (No GST)	9.00	0.00	9.00	Per Meal	9.15	0.00	9.15
Community Meals	Council Fee (No GST)	9.00	0.00	9.00	Per Meal	9.15	0.00	9.15
Centre Based Meals Programs	Council Fee (No GST)	9.00	0.00	9.00	Per Meal	6.50	0.00	6.50
Occupational Therapist / Dietician Assessment	Council Fee (No GST)	9.80	to	98.90	Per Hour	9.60	to	100.00
Social Support (Day programs) CORE	Council Fee (No GST)	7.50	0.00	7.50	Per day	7.60	to	13.80
Social Support (Day programs) HIGH	Council Fee (No GST)	19.00	0.00	19.00	Per Hour (HIGH)	7.60	to	19.30
<b>Vic Home and Community Care Program for Younger Persons</b>								
Personal Care	Council Fee (No GST)	4.50	to	45.68	Per Hour	4.50	to	46.35
Respite	Council Fee (No GST)	3.00	to	45.68	Per Hour	3.50	to	46.35
Domestic Assistance	Council Fee (No GST)	6.00	to	45.68	Per Hour	6.70	to	46.35
Home & Property Maintenance	Council Fee (No GST)	12.00	to	47.38	Per Hour	12.20	to	48.00
Meals on Wheels	Council Fee (No GST)	9.00	0.00	9.00	Per Meal	9.15	0.00	9.15
Community Meals	Council Fee (No GST)	9.00	0.00	9.00	Per Meal	9.15	0.00	9.15
Centre Based Meals Programs	Council Fee (No GST)	9.00	0.00	9.00	Per Meal	6.50	0.00	6.50
Occupational Therapist / Dietician Assessment	Council Fee (No GST)	9.80	to	98.90	Per Hour	9.60	to	100.00
Day Programs CORE	Council Fee (No GST)	7.50	0.00	7.50	Per day	7.60	to	13.80
Day Programs HIGH	Council Fee (No GST)	19.00	0.00	19.00	Per Hour (HIGH)	7.60	to	19.30
Dementia Respite program	Council Fee (No GST)				Per Hour	5.00	to	46.35
<b>Disability Programs</b>								
Disability Program - Kidz Club	Council Fee (No GST)	3.00	to	45.68	Per Hour	3.55	to	46.35
Disability Program - Teenage Group	Council Fee (No GST)	3.00	to	45.68	Per Hour	3.55	to	46.35
Disability Program - Explorers	Council Fee (No GST)	3.00	to	45.68	Per Hour	3.55	to	46.35
Disability Program - Marshlanders	Council Fee (No GST)	3.00	to	45.68	Per Hour	3.55	to	46.35
Disability Program - Overlanders	Council Fee (No GST)	3.00	to	45.68	Per Hour	3.55	to	46.35
<i>Plus additional costs depending on activity</i>								
<b>Brokerage Agency Client Charges</b>								
Assessment of Client	Council Fee (GST Applies)	93.09	9.31	102.40	Per Client	98.64	9.86	108.50
OHS Safety Check	Council Fee (GST Applies)	45.45	4.55	50.00	Per Assessment	48.18	4.82	53.00
Home/Respite/Personal Care - Core Hours	Council Fee (GST Applies)	41.53	4.15	45.68	Per Hour	44.00	4.40	48.40
Home/Respite/Personal Care - After Hours	Council Fee (GST Applies)	89.91	8.99	98.90	Per Hour	95.27	9.53	104.80

Description	Type of Fee	2016/2017 Adopted Fees			Unit	2017/2018 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Home Maintenance	Council Fee (GST Applies)	68.18	6.82	75.00	Per Hour	72.27	7.23	79.50
Home Maintenance (Part of Service Review)	Council Fee (GST Applies)	81.82	8.18	90.00	Per Hour (HIGH)	86.73	8.67	95.40
Day Programs (Includes transport, activities and meals)	Council Fee (GST Applies)	68.18	6.82	75.00	Per Day	22.00	to	45.00
Maintenance of Effort	Council Fee (GST Applies)	11.27	1.13	12.40	Per Hour	11.91	1.19	13.10
Occupational Therapist Assessment	Council Fee (GST Applies)	88.64	8.86	97.50	Per Hour	94.00	9.40	103.40
<b>Other</b>								
Use of Council Vacuum Cleaner	Council Fee (GST Applies)	13.64	1.36	15.00	Per Month	14.45	1.45	15.90
Use of Council Vacuum Cleaner	Council Fee (GST Applies)	22.73	2.27	25.00	Per Month (HIGH)	24.09	2.41	26.50
Meals on Wheels Full Cost Recovery (Part of Service Review)	Council Fee (GST Applies)	14.55	1.45	16.00	Per Meal	15.45	1.55	17.00
Domestic Business Opportunity (Part of Service Review)	Council Fee (GST Applies)	41.53	4.15	45.68	Per Hour	41.53	4.15	45.68
Property Business Opportunity (Part of Service Review)	Council Fee (GST Applies)	45.68	to	75.00	Per Hour	45.68	to	75.00
<b>Asset Management</b>								
<b>Map Sales</b>								
Shire Maps	Council Fee (GST Applies)	26.82	2.68	29.50	Each	28.18	2.82	31.00
<b>Information and Permit Services for Assets</b>								
Property and Drainage Information	Statutory Fee (No GST)	97.80	0.00	97.80	Per Request	97.80	0.00	97.80
Storm Water Information Only (Other Design Income)	Statutory Fee (No GST)	58.17	0.00	58.17	Per Request	58.17	0.00	58.17
Asset Protection Permit - Residential	Council Fee (No GST)	155.80	0.00	155.80	Per Permit	169.00	0.00	169.00
Asset Protection Permit - Commercial/Industrial	Council Fee (No GST)	200.30	0.00	200.30	Per Permit	217.50	0.00	217.50
<b>Standpipes</b>								
Security Deposit (All Key Types)	Council Fee (No GST)	50.00	0.00	50.00	Flat Rate	50.00	0.00	50.00
Permanent Account Administration Fee	Council Fee (GST Applies)	18.27	1.83	20.10	Per Account	19.36	1.94	21.30
Pre-Paid Account Administration Fee	Council Fee (GST Applies)	9.27	0.93	10.20	Per Account	9.82	0.98	10.80
Sale of Treated Water (Permanent or Pre Paid Account)	Council Fee (No GST)	5.10	0.00	5.10	Per Kl	5.40	0.00	5.40
Sale of Untreated Water (Channel or Bore Water) (Permanent or Pre Paid Account)	Council Fee (No GST)	2.40	0.00	2.40	Per Kl	2.50	0.00	2.50
<b>Other Asset Management</b>								
Vehicle Crossing Permit	Council Fee (No GST)	77.30	0.00	77.30	Per Permit	84.00	0.00	84.00

Description	Type of Fee	2016/2017 Adopted Fees			Unit	2017/2018 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Road Opening Permit - Property boundary to kerb - Kerb to kerb (ie within road surface)	Statutory Fee (No GST) Statutory Fee (No GST)	84.30	0.00	84.30	Per Permit Per Permit	84.30 129.60	0.00 0.00	84.30 129.60
Permit to occupy part of Roadway - Property boundary to kerb - Kerb to kerb (ie within road surface)	Statutory Fee (No GST) Statutory Fee (No GST)	84.30	0.00	84.30	Per Permit Per Permit	84.30 129.60	0.00 0.00	84.30 129.60
Permit to Build Over Easement	Council Fee (No GST)	NEW	NEW	NEW	Per Permit	160.00	0.00	160.00
<b>Engineering Services</b>								
<b>Subdivision Fees</b>								
Checking of Engineering Plans - estimated Cost of Constructing Works	Statutory Fee (No GST)	0.75%		0.75%	Per \$100	0.75%		0.75%
Supervision of Works (of the cost of Constructing works subject to supervision)	Statutory Fee (No GST)	2.5%		2.5%	Per \$100	2.5%		2.5%
<b>Early Years Services</b>								
<b>Early Years Services</b>								
Occasional Care (Per Hour) <i>Term prices available on request</i>	Council Fee (No GST)	8.50	0.00	8.50	Per Hr/Child	9.00	0.00	9.00
Kindergarten Central Enrolment (Per application)	Council Fee (no GST)	22.00	0.00	22.00	Per Application	22.00	0.00	22.00
<b>Recreation and Youth Development</b>								
<b>Recreation User Fees</b>								
Darley Park - Darley Cricket Club	Council Fee (GST Applies)	563.64	56.36	620.00	Per Quarter	757.50	75.75	833.25
Darley Park - Darley Senior Football Netball Club	Council Fee (GST Applies)	1,286.36	128.64	1,415.00	Per Quarter	599.43	59.94	659.38
Darley Park - Darley Junior Football Club	Council Fee (GST Applies)	412.73	41.27	454.00	Per Quarter	463.43	46.34	509.78
Darley Park - Darley Pigeon Club	Council Fee (GST Applies)	112.73	11.27	124.00	Per Quarter	118.77	11.88	130.65
Darley Park - Tennis Courts	Council Fee (GST Applies)	229.09	22.91	252.00	Per Quarter	61.36	6.14	67.50
Darley Park - Auskick	Council Fee (GST Applies)	193.64	19.36	213.00	Per Annum	297.82	29.78	327.60
Maddingley Park - Bacchus Marsh Football Netball Club	Council Fee (GST Applies)	2,100.00	210.00	2,310.00	Qtrs 1 & 4	2,100.00	210.00	2,310.00
Maddingley Park - Bacchus Marsh Cricket Club	Council Fee (GST Applies)	510.00	51.00	561.00	Qtrs 2 & 3	510.00	51.00	561.00
Maddingley Park - Bacchus Marsh Junior Cricket Club	Council Fee (GST Applies)	290.00	29.00	319.00	Qtrs 2 & 3	290.00	29.00	319.00
Maddingley Park - Bacchus Marsh Lawn Tennis Club	Council Fee (GST Applies)	909.09	90.91	1,000.00	Per Quarter	899.09	88.91	978.00

Description	Type of Fee	2016/2017 Adopted Fees		Unit	2017/2018 Proposed Fees		
		Pre GST	GST		Total	Pre GST	GST
Masons Lane - Bacchus Marsh Baseball Club	Council Fee (GST Applies)	654.09	65.41	719.50	274.88	27.49	302.36
Masons Lane - Bacchus Marsh Dog Obedience Club	Council Fee (GST Applies)	207.27	20.73	228.00	342.29	34.23	376.52
Masons Lane - Bacchus Marsh Cricket Club	Council Fee (GST Applies)	821.82	82.18	904.00	786.32	78.63	884.96
Masons Lane - Bacchus Marsh Little Athletics	Council Fee (GST Applies)	832.73	83.27	916.00	965.08	96.51	1,061.59
Masons Lane - Bacchus Marsh Soccer Club	Council Fee (GST Applies)	140.00	14.00	154.00	1,009.87	100.99	1,110.86
Masons Lane - Darley Cricket Club	Council Fee (GST Applies)				527.20	52.72	579.92
Darley Civic Hub - Darley Junior Football Club	Council Fee (GST Applies)				529.77	52.98	582.75
Darley Civic Hub - Darley Cricket Club	Council Fee (GST Applies)				898.91	89.89	988.80
Darley Civic Hub - Bacchus Marsh Soccer Club	Council Fee (GST Applies)				1,107.27	110.73	1,218.00
<b>Swimming Pool (Ballan and Bacchus Marsh)</b>							
Entry - Child	Council Fee (GST Applies)	3.27	0.33	3.60	3.27	0.33	3.60
Entry - Adult	Council Fee (GST Applies)	4.36	0.44	4.80	4.36	0.44	4.80
Entry - Spectator	Council Fee (GST Applies)	1.18	0.12	1.30	1.18	0.12	1.30
Entry - Child Season Ticket	Council Fee (GST Applies)	50.00	5.00	55.00	50.00	5.00	55.00
Entry - Adult Season Ticket	Council Fee (GST Applies)	62.73	6.27	69.00	62.73	6.27	69.00
Entry - Family Season Ticket	Council Fee (GST Applies)	101.82	10.18	112.00	101.82	10.18	112.00
School Groups	Council Fee (GST Applies)	3.64	0.36	4.00	3.64	0.36	4.00
Lane Hire	Council Fee (GST Applies)	31.82	3.18	35.00	31.82	3.18	35.00
<b>Stadium Sports / Programs</b>							
Room Hire	Council Fee (GST Applies)	43.64	4.36	48.00	43.64	4.36	48.00
Court Hire - Peak	Council Fee (GST Applies)	56.36	5.64	62.00	56.36	5.64	62.00
Court Hire - Off Peak	Council Fee (GST Applies)	40.91	4.09	45.00	40.91	4.09	45.00
<b>Emergency Management</b>							
<b>Fire Prevention</b>							
Fine for Failure to comply with notice	Statutory Fee (No GST)			10 Penalty Units			10 Penalty Units
Costs of Works to Clear Property	Council Fee (GST Applies)			At Contractors Cost			At Contractors Cost
Administration Fee for Works Undertaken by Council	Council Fee (GST Applies)	76.36	7.64	84.00	81.82	8.18	90.00
Administration Fee for additional works carried out by Municipal Fire Prevention Officer <i>(Reinspections / slashing contractor meetings on site and reinspection after works carried out)</i>	Council Fee (GST Applies)	140.91	14.09	155.00	150.00	15.00	165.00

Description	Type of Fee	2016/2017 Adopted Fees			Unit	2017/2018 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Community Safety</b>								
<b>Community Safety Administration with audit trail</b>								
Application for Permit Under Local Laws, includes the following:								
- A Frames	Council Fee (No GST)	168.00	0.00	168.00	Per Permit	178.00	0.00	178.00
- A Frames (Temporary Event Signage)	Council Fee (No GST)	57.00	0.00	57.00	Per Permit	61.00	0.00	61.00
- Outdoor Dining	Council Fee (No GST)	168.00	0.00	168.00	Per Permit	178.00	0.00	178.00
- Roadside Grazing (MSC Drought Declared)	Council Fee (No GST)	15.00	0.00	15.00	Per Permit	16.00	0.00	16.00
- Roadside Grazing	Council Fee (No GST)	168.00	0.00	168.00	Per Permit	178.00	0.00	178.00
- Recreational Vehicles	Council Fee (No GST)	168.00	0.00	168.00	Per Permit	178.00	0.00	178.00
- Heavy Vehicles	Council Fee (No GST)	168.00	0.00	168.00	Per Permit	178.00	0.00	178.00
- Itinerant Trader	Council Fee (No GST)	318.00	0.00	318.00	Per Permit	500.00	0.00	500.00
- Charity Clothing Bins	Council Fee (No GST)	168.00	0.00	168.00	Per Permit	178.00	0.00	178.00
- Street Stalls - Business	Council Fee (No GST)	168.00	0.00	168.00	Per Stall	178.00	0.00	178.00
- Street Stalls - Community Groups	Council Fee (No GST)	168.00	0.00	No Charge	Per Stall	No Charge	0.00	No Charge
- Additional Animals	Council Fee (No GST)	168.00	0.00	168.00	Per Permit	178.00	0.00	178.00
Replacement of Disabled parking Permits (Replacement for lost or damaged permit)	Council Fee (No GST)	9.40	0.00	9.40	Per Permit	10.00	0.00	10.00
New or Renewal of Disabled Parking Permits	Council Fee (No GST)	9.40	0.00	9.40	Per Permit	10.00	0.00	10.00
Infringements - Traffic Fines for prescribed regulations	Council Fee (No GST)				Per Penalty			
Legal costs for prosecutions (summons etc)	Council Fee (GST Applies)				Per Penalty			as per regulations at cost
Organisation/Business parking permit (Gell St only)	Council Fee (No GST)	43.00	0.00	43.00	Per Permit	200.00	0.00	200.00
Charity Organisation parking permit (max 5) (Gell St only)	Council Fee (No GST)	15.00	0.00	15.00	Per Permit	16.00	0.00	16.00
Organisation/Business Parking Permits (All other areas)	Council Fee (No GST)	15.00	0.00	15.00	Per Permit	16.00	0.00	16.00
<b>Impounded Items</b>								
Impounded items release fees, includes the following:								
- Advertising Frames	Council Fee (No GST)	45.00	0.00	45.00	Per Day	48.00	0.00	48.00
- Supermarket Trolleys	Council Fee (No GST)	45.00	0.00	45.00	Per Day	48.00	0.00	48.00
- Other items	Council Fee (No GST)	45.00	0.00	45.00	Per Day	48.00	0.00	48.00
- Holding Fee	Council Fee (GST Applies)	23.64	2.36	26.00	Per Day	25.45	2.55	28.00
Impounded Vehicles								
- Impound Fee	Council Fee (No GST)	112.00	0.00	112.00	Per Vehicle	120.00	0.00	120.00
- Costs incurred by Council to Impound (i.e. Towing)	Council Fee (GST Applies)				Per Vehicle			
- Holding Fee	Council Fee (GST Applies)	43.64	4.36	48.00	Per Day	47.27	4.73	52.00

Description	Type of Fee	2016/2017 Adopted Fees			Unit	2017/2018 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Animal Control - Registrations (Domestic)</b>								
Dog - Category 1 to 8	Council Fee (No GST)	50.00	0.00	50.00	Per Dog	55.00	0.00	55.00
Dog - Category 9	Council Fee (No GST)	150.00	0.00	150.00	Per Dog	170.00	0.00	170.00
Dog - Declared Dangerous, Restricted Breed	Council Fee (No GST)	500.00	0.00	500.00	Per Dog	575.00	0.00	575.00
Cat - Category 10 to 14	Council Fee (No GST)	45.00	0.00	45.00	Per Cat	50.00	0.00	50.00
Cat - Category 15	Council Fee (No GST)	150.00	0.00	150.00	Per Cat	170.00	0.00	170.00
Dog - Formal Foster Animal or Animal 3-12 months	Council Fee (No GST)	5.50	0.00	5.50	Per Dog	6.50	0.00	6.50
Cat - Formal Foster Animal or Animal 3-12 months	Council Fee (No GST)	5.50	0.00	5.50	Per Cat	6.50	0.00	6.50
<i>(Increase in Animal Registrations will not take effect until 10th April 2017)</i>								
Replacement Animal Tags	Council Fee (GST Applies)	3.64	0.36	4.00	Per Tag	4.18	0.42	4.60
<b>Animal Control (Feral)</b>								
Security Deposit - Anti Bark Bird Cages	Council Fee (No GST)	150.00	0.00	150.00	Flat	159.00	0.00	159.00
Hire Fee - Anti Bark Bird Cages	Council Fee (GST Applies)	50.45	5.05	55.50	Per Week	53.64	5.36	59.00
Sale of Citronella Dog Collar	Council Fee (GST Applies)	144.55	14.45	159.00	Per Collar	153.64	15.36	169.00
<b>Animal Control - Administration</b>								
Animal Register Inspection	Council Fee (No GST)	31.00	0.00	31.00	Per Inspection	33.00	0.00	33.00
Issue of Certificate from Animal Register	Council Fee (No GST)	31.00	0.00	31.00	Per Certificate	33.00	0.00	33.00
Registration Renewal of Domestic Animal Business - Boarding	Council Fee (No GST)	180.00	0.00	180.00	Per Business	300.00	0.00	300.00
Registration Renewal of Domestic Animal Business - Pet Shop	Council Fee (No GST)	180.00	0.00	180.00	Per Business	300.00	0.00	300.00
Registration Renewal of Domestic Animal Business - Breeding	Council Fee (No GST)	180.00	0.00	180.00	Per Business	300.00	0.00	300.00
Registration Renewal of Domestic Animal Business - Training Facility	Council Fee (No GST)	120.00	0.00	120.00	Per Business	250.00	0.00	250.00
Transfer of Domestic Animal Business Registration	Council Fee (No GST)	53.00	0.00	53.00	Per Transfer	56.00	0.00	56.00
<i>(Increase will not take effect until 10th April 2017) (These are Statutory Fees but prices are set by Council)</i>								
<b>Animal Control - Pound Fees</b>								



Description	Type of Fee	2016/2017 Adopted Fees			2017/2018 Proposed Fees		
		Pre GST	GST	Total	Pre GST	GST	Total
Pound Entry Fee - Cattle & Horses	Council Fee (No GST)	101.00	0.00	101.00	107.00	0.00	107.00
Pound Entry Fee - Stallions & Bulls	Council Fee (No GST)	153.00	0.00	153.00	162.00	0.00	162.00
Pound Entry Fee - Sheep, Goats, miscellaneous animal (Eg: Emu, chicken, etc)	Council Fee (No GST)	31.00	0.00	31.00	33.00	0.00	33.00
Pound Entry Fee - Dog, Cat	Council Fee (No GST)	83.00	0.00	83.00	88.00	0.00	88.00
Pound Maintenance Fee - Cattle, Bulls, Horses, Stallions	Council Fee (GST Applies)	31.82	3.18	35.00	34.09	3.41	37.50
Pound Maintenance Fee - Sheep, Goats, miscellaneous animal (Eg: Emu, chicken, etc)	Council Fee (GST Applies)	23.18	2.32	25.50	25.00	2.50	27.50
Pound Maintenance Fee - Dog, Cat	Council Fee (GST Applies)	23.18	2.32	25.50	25.00	2.50	27.50
Advertising of Impoundments	Council Fee (GST Applies)		Current Media Rates			Current Media Rates	
Surrender of animal to Council	Council Fee (GST Applies)	54.55	5.45	60.00	58.18	5.82	64.00
Euthanasia of Dog/Cat when related to Compliance Issue	Council Fee (GST Applies)	122.73	12.27	135.00	130.91	13.09	144.00
Microchipping of Impounded, Unregistered pet	Council Fee (GST Applies)			At Cost			At Cost
Microchipping (in-house)	Council Fee (GST Applies)	24.09	2.41	26.50	25.45	2.55	28.00
Rehousing of Dog/Cat - Unsexed Male or Female (Vaccinated & Vet Checked)	Council Fee (GST Applies)	303.64	30.36	334.00	322.73	32.27	355.00
Rehousing of Dog/Cat - Desexed (Vaccinated & Vet Checked)	Council Fee (GST Applies)	152.73	15.27	168.00	162.73	16.27	179.00
<i>All rehousing costs do not include the registration of the Animal</i>							
After Hours Ranger Call Out Fees	Council Fee (GST Applies)	122.73	12.27	135.00	130.00	13.00	143.00
After Hours Ranger Call Out Fees with Stock Trailer	Council Fee (GST Applies)	164.55	16.45	181.00	174.55	17.45	192.00
Contractor Livestock Cartage Fees	Council Fee (GST Applies)		At Contractors Cost			At Contractors Cost	
Costs incurred by Council if stray pet is taken to Vet (includes any Vet bills and cost of housing)	Council Fee (GST Applies)		At Contractors Cost			At Contractors Cost	
<b>Customer and Business Services</b>							
<b>Cat Cages</b>							
Security Deposit - Cat Cage	Council Fee (No GST)	50.00	0.00	50.00	50.00	0.00	50.00
Hire Fee - Cat Cage (Maximum Hire period is 1 week)	Council Fee (GST Applies)	11.82	1.18	13.00	12.73	1.27	14.00
<b>Land and Buildings</b>							
<b>Moorabool Shire Council Corporate Marquee</b>							
Security Deposit	Council Fee (No GST)	200.00	0.00	200.00	200.00	0.00	200.00

Description	Type of Fee	2016/2017 Adopted Fees			Unit	2017/2018 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Hire Fee	Council Fee (GST Applies)	106.36	10.64	117.00	Day or Weekend	112.73	11.27	124.00
<b>Quamby Rooms</b> Security Deposit	Council Fee (No GST)	200.00	0.00	200.00	Flat Fee	200.00	0.00	200.00
Quamby Rooms - Hire Fee (1 hour) (Casual Community Groups)	Council Fee (GST Applies)	20.00	2.00	22.00	Per Hour	20.91	2.09	23.00
Quamby Rooms - Hire Fee (1 hour) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	11.82	1.18	13.00	Per Hour	12.73	1.27	14.00
<b>Community Development</b>								
<b>Community Bus</b>								
Security Deposit (Payable by ALL categories)								
Category 1 Hire Fee	Council Fee (No GST)	100.00	0.00	100.00	Flat	100.00	0.00	100.00
Category 1 Charge per Km	Council Fee (GST Applies)	24.55	2.45	27.00	Per Day	25.91	2.59	28.50
Category 2 Hire Fee	Council Fee (GST Applies)	0.77	0.08	0.85	Per km	0.86	0.09	0.95
Category 2 Charge per Km	Council Fee (GST Applies)	128.64	12.86	141.50	Per Day	136.36	13.64	150.00
Category 3 Hire Fee	Council Fee (GST Applies)	0.77	0.08	0.85	Per km	0.86	0.09	0.95
Category 3 Charge per Km	Council Fee (GST Applies)	309.82	30.98	340.80	Per Day	327.27	32.73	360.00
	Council Fee (GST Applies)	0.77	0.08	0.85	Per km	0.86	0.09	0.95
<b>Definitions:</b>								
<i>Category 1 - Non profit groups operating largely within Shire, not funded by Government, including regular and frequent users.</i>								
<i>Category 2 - Non profit groups operating largely within Shire, but receive funding from State or Commonwealth Governments which enables them to pay for operation costs. Usually infrequent or casual hirers.</i>								
<i>Category 3 - Commercial Rates to apply to all other types of users</i>								
<b>Lerderberg Library</b>								
Fines (Per day, per item - max \$5 per item)	Council Fee (GST Applies)	0.36	0.04	0.40	Per day / Per item	0.36	0.04	0.40
Inter Library Loans (Public Library)	Council Fee (GST Applies)	2.27	0.23	2.50	Per Item	2.27	0.23	2.50
Inter Library Loans (Tertiary Institutions)	Council Fee (GST Applies)	20.45	2.05	22.50	Up to - Per Item	20.45	2.05	22.50
Replacement Card	Council Fee (GST Applies)	2.27	0.23	2.50	Per Card	2.27	0.23	2.50
Lost or damaged items	Council Fee (GST Applies)		Cost of Replacement				Cost of Replacement	
Processing fee	Council Fee (GST Applies)	6.36	0.64	7.00		6.36	0.64	7.00
Debt Collection Charge	Council Fee (GST Applies)	17.27	1.73	19.00	Per Escalation	17.27	1.73	19.00

Description	Type of Fee	2016/2017 Adopted Fees			Unit	2017/2018 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Book Sales	Council Fee (GST Applies)			As marked			As marked	
<b>Land and Buildings</b>								
<b>Community Learning Centre - Lerderberg Library</b>								
Security Deposit	Council Fee (No GST)	200.00	0.00	200.00	Flat Fee	200.00	0.00	200.00
<b>Small Meeting Room - Geoffrey Hine Room</b>								
Hire Fee (1 hour) (Casual Community Groups)	Council Fee (GST Applies)	11.82	1.18	13.00	Per Hour	12.73	1.27	14.00
Hire Fee (1 hour) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	6.36	0.64	7.00	Per Hour	6.36	0.64	7.00
Hire fee (1 hour) (Commercial/Profit-making groups)	Council Fee (GST Applies)	19.09	1.91	21.00	Per Hour	20.00	2.00	22.00
Hire fee (full day) (Commercial/Profit-making groups)	Council Fee (GST Applies)	106.36	10.64	117.00	Per Day	112.73	11.27	124.00
Hire fee with video conferencing facilities (1 hour) (Commercial/Profit-making groups)	Council Fee (GST Applies)	29.09	2.91	32.00	Per Hour	30.91	3.09	34.00
Hire fee with video conferencing facilities (full day) (Commercial/Profit-making groups)	Council Fee (GST Applies)	154.55	15.45	170.00	Per Day	163.64	16.36	180.00
<b>Medium Meeting Room - Jean Oomes Room</b>								
Hire Fee (1 hour) (Casual Community Groups)	Council Fee (GST Applies)	17.27	1.73	19.00	Per Hour	18.18	1.82	20.00
Hire Fee (1 hour) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	10.91	1.09	12.00	Per Hour	11.82	1.18	13.00
Hire Fee (day or night - 8 hours) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	33.64	3.36	37.00	Per Day/Night (8 hrs)	35.45	3.55	39.00
Hire fee (1 hour) (Commercial/Profit-making groups)	Council Fee (GST Applies)	24.55	2.45	27.00	Per Hour	26.36	2.64	29.00
Hire fee (full day) (Commercial/Profit-making groups)	Council Fee (GST Applies)	125.45	12.55	138.00	Per Day	132.73	13.27	146.00
<b>Medium Meeting Room - James Young Room 1 or 2</b>								
Hire Fee (1 hour) (Casual Community Groups)	Council Fee (GST Applies)	17.27	1.73	19.00	Per Hour	18.18	1.82	20.00
Hire Fee (1 hour) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	10.91	1.09	12.00	Per Hour	11.82	1.18	13.00
Hire Fee (day or night - 8 hours) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	33.64	3.36	37.00	Per Day/Night (8 hrs)	35.45	3.55	39.00
Hire fee (1 hour) (Commercial/Profit-making groups)	Council Fee (GST Applies)	33.64	3.36	37.00	Per Hour	35.45	3.55	39.00
Hire fee (full day) (Commercial/Profit-making groups)	Council Fee (GST Applies)	154.55	15.45	170.00	Per Day	163.64	16.36	180.00
<b>Large Meeting Room - James Young Rooms 1 and 2 combined</b>								
Hire Fee (1 hour) (Casual Community Groups)	Council Fee (GST Applies)	17.27	1.73	19.00	Per Hour	18.18	1.82	20.00
Hire Fee (1 hour) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	10.91	1.09	12.00	Per Hour	11.82	1.18	13.00
Hire Fee (day or night - 8 hours) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	57.27	5.73	63.00	Per Day/Night (8 hrs)	60.91	6.09	67.00

Description	Type of Fee	2016/2017 Adopted Fees			Unit	2017/2018 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Commercial/Profit-making groups Hire fee (1 hour) (Commercial/Profit-making groups) Hire fee (full day) (Commercial/Profit-making groups)	Council Fee (GST Applies) Council Fee (GST Applies)	62.73 289.09	6.27 28.91	69.00 318.00	Per Hour Per Day	66.36 306.36	6.64 30.64	73.00 337.00
<b>All room bookings - Liability Insurance (Compulsory)</b>	Council Fee (GST Applies)	33.64	3.36	37.00	Per Hire	35.45	3.55	39.00
<b>Photocopying</b>								
<i>(To be applied in conjunction with the Community use of Council Services Policy)</i>								
Community Group - (Our Paper)	Council Fee (GST Applies)	0.32	0.03	0.35	Per Page	0.27	0.03	0.30
Other Groups and Private Individuals (A4 Page)	Council Fee (GST Applies)	0.59	0.06	0.65	Per Page	0.32	0.03	0.35
Larger Sized Documents (A3 Page)	Council Fee (GST Applies)	0.77	0.08	0.85	Per Page	0.45	0.05	0.50
Colour Printing	Council Fee (GST Applies)	1.18	0.12	1.30	Per Page	0.91	0.09	1.00
Plan Printing (A2 Page)	Council Fee (GST Applies)	9.09	0.91	10.00	Per Page	9.09	0.91	10.00
Plan Printing (A1 Page)	Council Fee (GST Applies)	10.91	1.09	12.00	Per Page	10.91	1.09	12.00
Fax - Sending	Council Fee (GST Applies)	2.27	0.23	2.50	First Page	2.27	0.23	2.50
Fax - Sending	Council Fee (GST Applies)	1.18	0.12	1.30	Subsequent Pages	0.91	0.09	1.00
Council Agenda - Business Papers plus non confidential attachments	Council Fee (No GST)	23.50	0.00	23.50	Per Issue	25.00	0.00	25.00
Council Agenda - Business Papers excluding attachments	Council Fee (No GST)	19.50	0.00	19.50	Per Issue	20.50	0.00	20.50
Council Agenda - CD Rom <i>(Provided by mail on subscription payable in advance)</i>	Council Fee (No GST)	7.50	0.00	7.50	Per Issue	8.00	0.00	8.00
<b>Environmental Health</b>								
<b>Environmental Health - Food Act Registrations and Renewals</b>								
Class 1 Food Registrations (Eg: Hospital, Child Care Centre)* - 1 to 10 Full Time Equivalent Employees All food premises as above for additional people (over 10 full time equivalent employee's)	Council Fee (No GST) Council Fee (No GST)	500.00 50.00	0.00 0.00	500.00 50.00	Annually Annually	550.00 55.00	0.00 0.00	550.00 55.00
*Class 2 Food Registrations (Eg: Take Away, Café, Restaurant)* - 1 to 10 Full Time Equivalent Employees	Council Fee (No GST)	500.00	0.00	500.00	Annually	550.00	0.00	550.00

Description	Type of Fee	2016/2017 Adopted Fees			Unit	2017/2018 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
All food premises as above for additional people (over 10 full time equivalent employees) - Community Group - Temporary or Mobile (1 vehicle) - Extra mobile food vehicles (per vehicle) - Single event temporary or mobile	Council Fee (No GST)	50.00	0.00	50.00	Annually	55.00	0.00	55.00
	Council Fee (No GST)	175.00	0.00	175.00	Annually	190.00	0.00	190.00
	Council Fee (No GST)	475.00	0.00	475.00	Annually	525.00	0.00	525.00
	Council Fee (No GST)	150.00	0.00	150.00	Annually	165.00	0.00	165.00
	Council Fee (No GST)	65.00	0.00	65.00	Each event	75.00	0.00	75.00
Class 3 Food Registrations (Eg: Bakery, Milk Bar, General Store)* - Commercial - Community Group - Bed and Breakfasts - Temporary or Mobile (up to 2 vehicles) - Extra mobile food vehicles (per vehicle) - Single event temporary or mobile	Council Fee (No GST)	350.00	0.00	350.00	Annually	385.00	0.00	385.00
	Council Fee (No GST)	115.00	0.00	115.00	Annually	125.00	0.00	125.00
	Council Fee (No GST)	115.00	0.00	115.00	Annually	127.00	0.00	127.00
	Council Fee (No GST)	350.00	0.00	350.00	Annually	385.00	0.00	385.00
	Council Fee (No GST)	150.00	0.00	150.00	Annually	165.00	0.00	165.00
	Council Fee (No GST)	65.00	0.00	65.00	Each event	75.00	0.00	75.00
	Council Fee (No GST)	NEW	NEW	NEW	Per New Registration	200.00	0.00	200.00
	Council Fee (No GST)							
Class 4 Food Registration (Eg: Service Station, Video Shop, Pharmacy, Newsagent, Gift Shop)	Council Fee (No GST)			No Charge	N/A			No Charge
	Council Fee (No GST)	150.00	0.00	150.00	Per Inspection	165.00	0.00	165.00
Additional Inspections	Council Fee (No GST)	236.00	0.00	236.00	Per Transfer	250.00	0.00	250.00
	Council Fee (No GST)	236.00	0.00	236.00	Per Inspection	250.00	0.00	250.00
Premises Pre Sale Inspection & Release of Documents (to be completed within 14 days of request)	Council Fee (No GST)	NEW	NEW	NEW	Per Inspection	350.00	0.00	350.00
	Council Fee (No GST)							
Premises Pre Sale Inspection & Release of Documents (to be completed within 5 days of request)	Council Fee (No GST)							
	Council Fee (No GST)							
Infringements - Fines as per Food Act 1984	Council Fee (No GST)				Per Penalty			as per regulations
	Council Fee (No GST)	250.00	0.00	250.00	Per Registration	275.00	0.00	275.00
Pre Registration Community Group less than 12 Events Late Payment Fee Food Safety Program Templates Sample Request	Council Fee (No GST)	45.45	4.55	50.00	Per Set	50.00	5.00	No Charge
	Council Fee (No GST)	105.00	0.00	105.00	Per Sample	116.00	0.00	50% of Registration
	Council Fee (No GST)							5.00
	Council Fee (No GST)							0.00

Description	Type of Fee	2016/2017 Adopted Fees			Unit	2017/2018 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Reissuing of Documents/Permits	Council Fee (GST Applies)	45.45	4.55	50.00	Per Copy	50.00	5.00	55.00
<b>Environmental Health - Health Act Registrations and Renewals</b>								
Premises required to be registered pursuant to Public Health and Wellbeing Act 2008								
- Beauty Parlours and ear piercing	Council Fee (No GST)	356.00	0.00	356.00	Annually	377.00	0.00	377.00
- Tattooists and skin penetration premises (not including ear piercing)	Council Fee (No GST)	356.00	0.00	356.00	Annually	500.00	0.00	500.00
- Hairdressers (including Mobile)	Council Fee (No GST)	178.00	0.00	178.00	Annually	189.00	0.00	189.00
- Caravan Park - Statutory Requirement (Per Site)	Statutory Fee (No GST)				Triannually			
Prescribed Premises (Eg: Accommodation Houses)	Council Fee (No GST)	356.00	0.00	356.00	Annually	377.00	0.00	377.00
Transfer of Registration	Council Fee (No GST)	178.00	0.00	178.00	Per Transfer	189.00	0.00	189.00
Premises Pre Sale Inspection & Release of Documents (to be completed within 14 days of request)	Council Fee (No GST)	168.00	0.00	168.00	Per Inspection	168.00	0.00	168.00
Premises Pre Sale Inspection & Release of Documents (to be completed within 5 days of request)	Council Fee (No GST)	NEW	NEW	NEW		300.00	0.00	300.00
Late payment fee	Council Fee (No GST)							
Pre Registration Review of Plans	Council Fee (GST Applies) Council Fee (No GST)	224.60	50% of Registration 0.00	224.60	Per Premise	238.00	50% of Registration 0.00	238.00
<b>Environmental Health - Septic Tank Fees</b>								
New Installation Permit & Inspection (inc. Pre Installation Inspection (#5.25))	Council Fee (No GST)	750.00	0.00	750.00	Per Permit	900.00	0.00	900.00
Alteration to Current Permit	Council Fee (No GST)	450.00	0.00	450.00	Per Alteration	540.00	0.00	540.00
Extension of Current Permit	Council Fee (No GST)	260.00	0.00	260.00	Per Extension	315.00	0.00	315.00
Additional Inspection Requests	Council Fee (No GST)	160.00	0.00	160.00	Per Inspection	190.00	0.00	190.00
Grey Water Permit	Council Fee (No GST)	318.00	0.00	318.00	Per Permit	380.00	0.00	380.00
Septic/Sewer Information Requests	Council Fee (No GST)	100.00	0.00	100.00	Per Request	120.00	0.00	120.00
Sample Request	Council Fee (No GST)	105.00	0.00	105.00	Per Sample	125.00	0.00	125.00
* Fees will be charged pro rata depending in the time of year the fee is paid (ie 50% for six months).								
Copies of documents	Council Fee (GST Applies)	53.63	5.36	59.00	Per Request	63.64	6.36	70.00
<b>Finance</b>								
<b>Revenue - Other</b>								

Description	Type of Fee	2016/2017 Adopted Fees			Unit	2017/2018 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Land Information Certificates	Statutory Fee (No GST)	20.00	0.00	20.00	Each	25.40	0.00	25.40
Land Information Certificates - Urgent Fee	Council Fee (GST Applies)	48.18	4.82	53.00	Each	54.55	5.45	60.00
Finance Invoice preparation costs	Council Fee (GST Applies)	30.00	3.00	33.00	Per Job	31.82	3.18	35.00
Record Searches - 30 Year Search Adverse Possession (Minimum Charge)	Council Fee (No GST)	124.50	0.00	124.50	Each	135.00	0.00	135.00
Record Searches - 30 Year Search Adverse Possession (Maximum Charge)	Council Fee (No GST)	439.50	0.00	439.50	Each	466.00	0.00	466.00
<b>Bungaree Public Weighbridge</b>								
Tray Truck	Council Fee (GST Applies)	20.36	2.04	22.40	Per Weighing	21.36	2.14	23.50
Semi Trailer Truck	Council Fee (GST Applies)	31.45	3.15	34.60	Per Weighing	33.18	3.32	36.50
B-Double Truck	Council Fee (GST Applies)	44.73	4.47	49.20	Per Weighing	47.27	4.73	52.00
<b>Governance</b>								
<b>Freedom of Information</b>								
Freedom of Information Requests	Statutory Fee (No GST)	25.70	0.00	25.70	Each	27.90	0.00	27.90
Freedom of Information - Supervision Fee	Statutory Fee (No GST)	5.00	0.00	5.00	Per 1/4 Hour	5.00	0.00	5.00
Freedom of Information - Search Fee	Statutory Fee (No GST)	20.00	0.00	20.00	Per Hour	20.00	0.00	20.00
<b>Planning and Building</b>								
<b>Building Control - Permits &amp; Services</b>								
Building Notices and Orders	Council Fee (No GST)	352.00	0.00	352.00	Per Unit	375.00	0.00	375.00
Class 1A - New Dwellings - Construction Value \$99,999 and under	Council Fee (GST Applies)	3,487.27	348.73	3,836.00	Per Permit	3,695.45	369.55	4,065.00
Class 1A - New Dwellings - Construction Value \$100,000 to \$149,999	Council Fee (GST Applies)	3,487.27	348.73	3,836.00	Per Permit	3,695.45	369.55	4,065.00
Class 1A - New Dwellings - Construction Value \$150,000 to \$199,999	Council Fee (GST Applies)	3,487.27	348.73	3,836.00	Per Permit	3,695.45	369.55	4,065.00
Class 1A - New Dwellings - Construction Value \$200,000 to \$249,999	Council Fee (GST Applies)	3,925.45	392.55	4,318.00	Per Permit	4,159.09	415.91	4,575.00
Class 1A - New Dwellings - Construction Value \$250,000 and over	Council Fee (GST Applies)	4,807.27	480.73	5,288.00	Per Permit	5,090.91	509.09	5,600.00

Description	Type of Fee	2016/2017 Adopted Fees			Unit	2017/2018 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Class 1B - Residential Building (To be assessed by MBS) Minimum	Council Fee (GST Applies)	3,925.45	392.55	4,318.00	Per Permit	4,159.09	415.91	4,575.00
Class 2 - Multi Unit Development (Each)	Council Fee (GST Applies)	3,487.27	348.73	3,836.00	Per Unit/Permit	3,681.82	368.18	4,050.00
Class 3 - Hostels, etc (To be assessed) Minimum	Council Fee (GST Applies)	4,197.27	419.73	4,617.00	Per Permit	4,454.55	445.45	4,900.00
Class 4 - Dwellings associated with other classes (To be assessed) Minimum	Council Fee (GST Applies)	4,197.27	419.73	4,617.00	Per Permit	4,454.55	445.45	4,900.00
Class 5 to 9 - Offices, Shops, Factories - Construction Value up to \$30,000	Council Fee (GST Applies)	5,078.18	507.82	5,586.00	Per Permit	5,386.36	538.64	5,925.00
Class 5 to 9 - Offices, Shops, Factories - Construction Value \$30,000 to \$100,000	Council Fee (GST Applies)	5,078.18	507.82	5,586.00	Fee + 1.0%	5,386.36	538.64	5,925.00
Class 5 to 9 - Offices, Shops, Factories - Construction Value \$100,001 to \$500,000	Council Fee (GST Applies)	5,078.18	507.82	5,586.00	Fee + 0.25%	5,386.36	538.64	5,925.00
Class 5 to 9 - Offices, Shops, Factories - Construction Value \$500,001 to \$2 million	Council Fee (GST Applies)	6,500.00	650.00	7,150.00	Fee + 0.1%	6,890.91	689.09	7,580.00
Class 5 to 9 - Offices, Shops, Factories - Construction Value over \$2 million	Council Fee (GST Applies)	10,155.45	1,015.55	11,171.00	Fee + 0.1%	10,727.27	1,072.73	11,800.00
Class 5 to 9 - Offices, Shops, Factories - Or to be assessed by Build Surv. (\$5m)	Council Fee (GST Applies)	15,570.00	1,557.00	17,127.00	Per Permit	16,545.45	1,654.55	18,200.00
Class 10A - Res Out Build (Garage, Carport) - Construction Value \$4,999 and under	Council Fee (GST Applies)	1,380.91	138.09	1,519.00	Per Permit	1,463.64	146.36	1,610.00
Class 10A - Res Out Build (Garage, Carport) - Construction Value \$5,000 to \$9,999	Council Fee (GST Applies)	1,523.64	152.36	1,676.00	Per Permit	1,613.64	161.36	1,775.00
Class 10A - Res Out Build (Garage, Carport) - Construction Value \$10,000 and over	Council Fee (GST Applies)	1,665.45	166.55	1,832.00	Per Permit	1,772.73	177.27	1,950.00
Class 10B - Masts, Fences (To be assessed) Minimum	Council Fee (GST Applies)	1,455.45	145.55	1,601.00	Per Permit	1,545.45	154.55	1,700.00
Dwelling additions/alterations - Construction Value \$9,999 and under	Council Fee (GST Applies)	2,328.18	232.82	2,561.00	Per Permit	2,468.18	246.82	2,715.00
Dwelling additions/alterations - Construction Value \$10,000 to \$14,999	Council Fee (GST Applies)	2,328.18	232.82	2,561.00	Per Permit	2,468.18	246.82	2,715.00
Dwelling additions/alterations - Construction Value \$15,000 to \$19,999	Council Fee (GST Applies)	2,328.18	232.82	2,561.00	Per Permit	2,468.18	246.82	2,715.00
Dwelling additions/alterations - Construction Value \$20,000 to \$24,999	Council Fee (GST Applies)	2,911.82	291.18	3,203.00	Per Permit	3,090.91	309.09	3,400.00
Dwelling additions/alterations - Construction Value \$25,000 and above	Council Fee (GST Applies)	3,925.45	392.55	4,318.00	Per Permit	4,159.09	415.91	4,575.00



Description	Type of Fee	2016/2017 Adopted Fees			Unit	2017/2018 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Regulation 312(2) - consent and Report (Dispensation) (Rescode, Projections & Flood) Maximum	Statutory Fee (No GST)		as per regulations		Per Certificate		as per regulations	
Regulation 320 - Lodgement of Building Permits over \$5,000 (All Classes)	Statutory Fee (No GST)		as per regulations		Per Permit		as per regulations	
Regulation 326(1) - Request for Information in relation to property sale	Statutory Fee (No GST)		as per regulations		Per Certificate		as per regulations	
Regulation 326(1)(a,b,c)(2 & 3) - Request for Information for Building Permit (Eg: Termitte, Bushfire, Flood, etc)	Statutory Fee (No GST)		as per regulations		Per Certificate		as per regulations	
Building Permit Levy - WV (For applications over \$10,000)	Statutory Fee (No GST)		0.128% of construction cost		Per Permit		0.128% of construction cost	
Building Permit Levy - HIH (Domestic Buildings over \$10,000)	Statutory Fee (No GST)		0.032% of construction cost		Per Permit		0.032% of construction cost	
<i>Above fees must be paid in advance by Legislation to State Government</i>								
Security Deposit - Resited Dwelling (Deposit Bank Guarantee or Cash)	Statutory Fee (No GST)	5,000.00	0.00	5,000.00	Per Resiting	5,300.00	0.00	5,300.00
Building Permit for Demolition - Domestic Building	Council Fee (GST Applies)	1,455.45	145.55	1,601.00	Per Building	1,545.45	154.55	1,700.00
Building Permit for Demolition - Commercial Building	Council Fee (GST Applies)	2,607.27	260.73	2,868.00	Per Storey	2,763.64	276.36	3,040.00
Demolition permit under Section 29A	Statutory Fee (No GST)		as per regulations		Per Application		as per regulations	
Re-activation of Lapsed Permit/Permit Extension (Minimum)	Council Fee (GST Applies)	217.27	21.73	239.00	6mth Extension	231.82	23.18	255.00
Re-activation of Lapsed Permit/Permit Extension (Minimum)	Council Fee (GST Applies)	432.73	43.27	476.00	12mth Extension	459.09	45.91	505.00
Inspection Appointments (Or Assessed by Building Surveyor)	Council Fee (GST Applies)	144.55	14.45	159.00	Per Inspection	154.55	15.45	170.00
Inspection Appointments (Or Assessed by Building Surveyor) - Commercial	Council Fee (GST Applies)	176.36	17.64	194.00	Per Inspection	186.36	18.64	205.00
Any Service/Inspection Not Otherwise provided for	Council Fee (GST Applies)	162.73	16.27	179.00	Minimum	172.73	17.27	190.00
Request for copy of House Plans (Copying extra)	Council Fee (No GST)	146.00	0.00	146.00	Each	155.00	0.00	155.00
Request for copy of House Plans - On Site (Copying Extra)	Council Fee (No GST)	59.00	0.00	59.00	Each	63.00	0.00	63.00
Swimming Pool (Within Moorabool Shire) - Construction Value \$14,999 and under	Council Fee (GST Applies)	1,591.82	159.18	1,751.00	Per Permit	1,681.82	168.18	1,850.00
Swimming Pool (Within Moorabool Shire) - Construction Value \$15,000 to \$19,999	Council Fee (GST Applies)	1,880.91	188.09	2,069.00	Per Permit	2,000.00	200.00	2,200.00
Swimming Pool (Within Moorabool Shire) - Construction Value \$20,000 and over	Council Fee (GST Applies)	2,470.91	247.09	2,718.00	Per Permit	2,627.27	262.73	2,890.00

Description	Type of Fee	2016/2017 Adopted Fees			2017/2018 Proposed Fees		
		Pre GST	GST	Total	Pre GST	GST	Total
Place of Public Entertainment - Low impact (occupancy permit)	Council Fee (No GST)	750.00	0.00	750.00	795.00	0.00	795.00
Place of Public Entertainment - High impact (occupancy permit)	Council Fee (No GST)	1,501.00	0.00	1,501.00	1,590.00	0.00	1,590.00
Swimming Pool Inspection Fee	Council Fee (No GST)	167.00	0.00	167.00	177.00	0.00	177.00
<b>Land Use Planning</b>							
Certificates of Compliance	Statutory Fee (No GST)		as per regulations			as per regulations	
Secondary Consent Administration Fee	Council Fee (No GST)	189.00	0.00	189.00	300.00	0.00	300.00
Satisfaction Matter	Council Fee (GST Applies)	54.55	5.45	60.00	58.18	5.82	64.00
	Statutory Fee (No GST)		as per regulations			as per regulations	
<i>The fee for determining a matter where a planning scheme specifies that the matter must be done to the satisfaction of a responsible authority or a referral authority</i>							
Permit extension (1st)	Council Fee (No GST)	172.00	0.00	172.00	183.00	0.00	183.00
Permit extension (2nd)	Council Fee (No GST)	341.00	0.00	341.00	362.00	0.00	362.00
Permit extension (3rd and subsequent)	Council Fee (No GST)	512.00	0.00	512.00	543.00	0.00	543.00
Processing S173 Agreements for Sealing	Statutory Fee (No GST)					As per regulations	
Section 52 Public Notice - Application for Permits - Notice by Normal Mail	Council Fee (No GST)	9.20	0.00	9.20	9.80	0.00	9.80
Section 52 Public Notice - Application for Permits - Notice in Newspaper	Council Fee (No GST)	222.50	0.00	222.50	236.00	0.00	236.00
Section 52 Public Notice - Application for Permits - Notice for site	Council Fee (No GST)	32.00	0.00	32.00	34.00	0.00	34.00
<i>Charges for Newspaper Notices to be cumulative based on actual notices required for project and charges are subject to change as reviewed by newspapers from time to time</i>							
Public notice erected and maintained on site for 14 days	Council Fee (No GST)	178.00	0.00	178.00	189.00	0.00	189.00
Retrieval of Planning Files	Council Fee (No GST)	64.00	0.00	64.00	68.00	0.00	68.00
Planning Information Controls	Council Fee (No GST)	76.50	0.00	76.50	81.00	0.00	81.00
Hopetoun Park Assessment	Council Fee (No GST)	130.50	0.00	130.50	138.00	0.00	138.00

Description	Type of Fee	2016/2017 Adopted Fees			Unit	2017/2018 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Advertising sign A3 (Laminated)	Council Fee (No GST)	32.00	0.00	32.00	Each	34.00	0.00	34.00
Advertising sign A2 (Laminated)	Council Fee (No GST)	63.50	0.00	63.50	Each	67.00	0.00	67.00
Advertising sign A1 (Laminated)	Council Fee (No GST)	95.50	0.00	95.50	Each	101.00	0.00	101.00
Additional A3 Signs	Council Fee (No GST)	19.50	0.00	19.50	Each	20.50	0.00	20.50
Copy of Permit	Council Fee (No GST)	67.00	0.00	67.00	Each	71.00	0.00	71.00
Copy of Endorsed Plans - Administration Cost (Customer will be charged Administration Fee and then a cost per page)	Council Fee (GST Applies)	6.55	0.65	7.20	Each	6.91	0.69	7.60
Copy of Endorsed Plans - A4	Council Fee (No GST)	1.50	0.00	1.50	Per Page	1.60	0.00	1.60
Copy of Endorsed Plans - A3	Council Fee (No GST)	2.30	0.00	2.30	Per Page	2.40	0.00	2.40
Copy of Endorsed Plans - A2	Council Fee (No GST)	15.40	0.00	15.40	Per Page	16.50	0.00	16.50
Copy of Endorsed Plans - A1	Council Fee (No GST)	24.00	0.00	24.00	Per Page	25.50	0.00	25.50
Copy of Endorsed Plans - A0	Council Fee (No GST)	30.60	0.00	30.60	Per Page	32.50	0.00	32.50
<b>Regulation 6 - Amendments to Planning Schemes</b>								
Subregulation 1 (Refer definition in Planning & Env (Fees) Regs 2000, section 6)	Statutory Fee (No GST)		as per regulations		Each			as per regulations
Subregulation 2 (Refer definition in Planning & Env (Fees) Regs 2000, section 6)								
Subregulation 3 (Refer definition in Planning & Env (Fees) Regs 2000, section 6)	Statutory Fee (No GST)		as per regulations		Each			as per regulations
<i>The fee for Stage 4 is paid to the Minister by the person who requested the amendment.</i>								
<b>Regulation 7 - Application for Planning Permits</b>								
Class 1 - An Application for use only	Statutory Fee (No GST)		as per regulations		Each			as per regulations
Class 2 - Development Cost > \$10,000 and < \$100,000 (Develop for single Dwelling)	Statutory Fee (No GST)		as per regulations		Each			as per regulations
Class 3 - Development Cost > \$100,000 (Develop for single Dwelling)	Statutory Fee (No GST)		as per regulations		Each			as per regulations
Class 4 - Development Cost Up to \$10,000 (To develop for other than a single dwelling)	Statutory Fee (No GST)		as per regulations		Each			as per regulations
Class 5 - Development Cost > \$10,000 & < \$250,000 (Other than Class 2, 3 or subdivide)	Statutory Fee (No GST)		as per regulations		Each			as per regulations
Class 6 - Development Cost > \$250,000 and < \$500,000 (Other than Class 3)	Statutory Fee (No GST)		as per regulations		Each			as per regulations
Class 7 - Development Cost > \$500,000 and < \$1 million (Other than Class 3)	Statutory Fee (No GST)		as per regulations		Each			as per regulations

Description	Type of Fee	2016/2017 Adopted Fees			2017/2018 Proposed Fees		
		Pre GST	GST	Total	Pre GST	GST	Total
Class 8 - Development Cost > \$1 million and < \$7 million (Other than Class 3)	Statutory Fee (No GST)		as per regulations	as per regulations		as per regulations	as per regulations
Class 9 - Development Cost > \$7 million and < \$10 million (Other than Class 3)	Statutory Fee (No GST)		as per regulations	as per regulations		as per regulations	as per regulations
Class 10 - Development Cost > \$10 million and < \$50 million (Other than Class 3)	Statutory Fee (No GST)		as per regulations	as per regulations		as per regulations	as per regulations
Class 11 - Development Cost > \$50 million (Other than Class 3)	Statutory Fee (No GST)		as per regulations	as per regulations		as per regulations	as per regulations
Class 12 - To subdivide an existing building	Statutory Fee (No GST)		as per regulations	as per regulations		as per regulations	as per regulations
Class 13 - To subdivide land into two lots	Statutory Fee (No GST)		as per regulations	as per regulations		as per regulations	as per regulations
Class 14 - Realignment of Boundary or Consolidation	Statutory Fee (No GST)		as per regulations	as per regulations		as per regulations	as per regulations
Class 15 - To subdivide land	Statutory Fee (No GST)		as per regulations	as per regulations		as per regulations	as per regulations
Class 16 - Remove restriction within meaning of Subdivision Act 1988	Statutory Fee (No GST)		as per regulations	as per regulations		as per regulations	as per regulations
Class 17 - Vary or remove a restriction, create or remove right of way	Statutory Fee (No GST)		as per regulations	as per regulations		as per regulations	as per regulations
Class 18 - Create, Vary or remove and Easement	Statutory Fee (No GST)		as per regulations	as per regulations		as per regulations	as per regulations
Reference should be made to the <i>Planning &amp; Env Fees Regs 2000</i> for full wording							
Combined Permit Applications							
<i>The fee for an application for any combination of the classes of applications is the sum arrived at by adding the highest of the fees which would have applied if separate applications had been made plus 50% of each of the other fees which would have applied if separate applications had been made.</i>							
<b>Regulation 8B - Applications for Amendments to Planning Permits</b>							
Class 1 - Application to amend a permit to change use	Statutory Fee (No GST)		as per regulations	as per regulations		as per regulations	as per regulations
Class 2 - (a) application to amend permit to change the statement of what the permit allows	Statutory Fee (No GST)		as per regulations	as per regulations		as per regulations	as per regulations
Class 2 - (b) Application to change any or all of the conditions which apply to the permit	Statutory Fee (No GST)		as per regulations	as per regulations		as per regulations	as per regulations
Class 2 - (c) Application to change a permit in any way not otherwise provided for	Statutory Fee (No GST)		as per regulations	as per regulations		as per regulations	as per regulations
Class 3 - Application to amend a permit >\$10,000 and <\$100,000 (Single Dwelling)	Statutory Fee (No GST)		as per regulations	as per regulations		as per regulations	as per regulations
Class 4 - Application to amend a permit to develop and use land >\$100,000 (Single Dwelling)	Statutory Fee (No GST)		as per regulations	as per regulations		as per regulations	as per regulations

Description	Type of Fee	2016/2017 Adopted Fees			2017/2018 Proposed Fees		
		Pre GST	GST	Total	Pre GST	GST	Total
Class 5 - Application to amend a permit to develop land, other than an application to amend a permit to develop land <\$10,000 (Single Dwelling), or an application to amend a permit to subdivide land <\$10,000	Statutory Fee (No GST)		as per regulations			as per regulations	
Class 6 - Application (other than Class 3 or Class 4) >\$10,000 and <\$250,000	Statutory Fee (No GST)		as per regulations			as per regulations	
Class 7 - Application (other than Class 4) >\$250,000 and <\$500,000	Statutory Fee (No GST)		as per regulations			as per regulations	
Class 8 - Application (other than Class 4) >\$500,000	Statutory Fee (No GST)		as per regulations			as per regulations	
Class 9 - (a) Application to amend a permit to subdivide an existing building	Statutory Fee (No GST)		as per regulations			as per regulations	
Class 9 - (b) Application to amend a permit to subdivide the land into two lots	Statutory Fee (No GST)		as per regulations			as per regulations	
Class 9 - (c) Application to amend a permit to realign a common boundary to consolidate two or more lots	Statutory Fee (No GST)		as per regulations			as per regulations	
<b>Regulation 12 - Planning Scheme Amendments</b>							
Refer definition in Planning & Env (Fees) Interim Regs 2014, section 12	Statutory Fee (No GST)		as per regulations			as per regulations	
<b>Subdivision Fees</b>							
Application to Certify a Plan of Subdivision	Statutory Fee (No GST)		as per regulations			as per regulations	
Application to Certify a Plan of Subdivision (per Lot fee)	Statutory Fee (No GST)		as per regulations			as per regulations	
Recertification	Statutory Fee (No GST)		as per regulations			as per regulations	
Processing of new versions of Subdivision Plans	Council Fee (GST Applies)	96.36	9.64	106.00	101.82	10.18	112.00
<b>Subdivisions</b> <i>(Applications for land, removal of restrictions) - see above</i>							
Property Valuation Fee (\$0 to \$199,999)	Council Fee (GST Applies)	513.64	51.36	565.00	545.45	54.55	600.00
Property Valuation Fee (\$200,000 to \$399,999)	Council Fee (GST Applies)	573.64	57.36	631.00	609.09	60.91	670.00
Property Valuation Fee (\$400,000 to \$499,999)	Council Fee (GST Applies)	638.18	63.82	702.00	677.27	67.73	745.00
Property Valuation Fee (\$500,000 to \$599,999)	Council Fee (GST Applies)	699.09	69.91	769.00	740.91	74.09	815.00
Property Valuation Fee (\$600,000 to \$699,999)	Council Fee (GST Applies)	759.09	75.91	835.00	804.55	80.45	885.00
Property Valuation Fee (\$700,000 to \$799,999)	Council Fee (GST Applies)	824.55	82.45	907.00	872.73	87.27	960.00
Property Valuation Fee (\$800,000 to \$899,999)	Council Fee (GST Applies)	950.91	95.09	1,046.00	1,009.09	100.91	1,110.00
Property Valuation Fee (\$900,000 to \$999,999)	Council Fee (GST Applies)	1,072.73	107.27	1,180.00	1,136.36	113.64	1,250.00

Description	Type of Fee	2016/2017 Adopted Fees			Unit	2017/2018 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Property Valuation Fee (\$1,000,000 to \$1,499,999)	Council Fee (GST Applies)	1,199.09	119.91	1,319.00	Per Valuation	1,272.73	127.27	1,400.00
Property Valuation Fee (\$1,500,000 to \$2,000,000)	Council Fee (GST Applies)	1,320.00	132.00	1,452.00	Per Valuation	1,400.00	140.00	1,540.00
Property Valuation Fee (\$2,000,000 + )	Council Fee (GST Applies)		Per cost from contract valuer				Per cost from contract valuer	
<b>Economic Development &amp; Marketing</b>								
<b>Signage Permits</b>								
Administration fee in relation to Tourist Sign Permit (Design, manufacture, installation and maintenance of sign/s, costs borne by applicants and will remain applicants full responsibility)	Council Fee (GST Applies)	54.55	5.45	60.00	5 Year Permit	57.91	5.79	63.70
<b>Operations</b>								
<b>Events Trailer</b>								
Security Deposit to utilise Trailer	Council Fee (No GST)	200.00	0.00	200.00	Flat Fee	200.00	0.00	200.00
<b>Waste Management - Sales</b>								
Wheellie Bin 120 Litre - Only sold to residents in BM & Urban townships	Council Fee (No GST)	108.00	0.00	108.00	Per Bin	90.00	0.00	90.00
Wheellie Bin 240 Litre - Sold to all residents in Shire	Council Fee (No GST)	146.00	0.00	146.00	Per Bin	110.00	0.00	110.00
Wheellie Bin 120 Litre - Replacement Red Lid (If Bin purchased elsewhere)	Council Fee (No GST)	30.00	0.00	30.00	Per Lid	33.00	0.00	33.00
Wheellie Bin 240 Litre - Replacement Red Lid (If Bin purchased elsewhere)	Council Fee (No GST)	37.00	0.00	37.00	Per Lid	40.00	0.00	40.00
<b>Waste Management Service Charges</b>								
Waste Management Service Charge	Council Fee (No GST)	90.00	0.00	90.00	Annual Charge	101.00	0.00	101.00
<i>Farming Enterprises only pay one service charge fee</i>								
State Landfill Levy Charge	Council Fee (No GST)	45.00	0.00	45.00	Annual Charge	35.00	0.00	35.00
<i>Farming Enterprises only pay one service charge fee</i>								
<b>Waste Collection Services - Residential</b>								

Description	Type of Fee	2016/2017 Adopted Fees			Unit	2017/2018 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Ballan & Bacchus Marsh - 120 Litre Bin - Weekly Collection - Compulsory	Council Fee (No GST)	96.00	0.00	96.00	Per Service	100.00	0.00	100.00
Ballan & Bacchus Marsh - Fortnightly Recycle Collection - Compulsory	Council Fee (No GST)	48.00	0.00	48.00	Per Service	44.00	0.00	44.00
<b>Total Waste Collection Fee</b>		<b>144.00</b>	<b>0.00</b>	<b>144.00</b>		<b>144.00</b>	<b>0.00</b>	<b>144.00</b>
Other Rural - 240 Litre - Fortnightly Collection - Compulsory	Council Fee (No GST)	96.00	0.00	96.00	Per Service	100.00	0.00	100.00
Other Rural - Fortnightly Recycle Collection - Compulsory	Council Fee (No GST)	48.00	0.00	48.00	Per Service	44.00	0.00	44.00
<b>Total Waste Collection Fee</b>		<b>144.00</b>	<b>0.00</b>	<b>144.00</b>		<b>144.00</b>	<b>0.00</b>	<b>144.00</b>
Non Compulsory Service - 120 Litre - Weekly Collection	Council Fee (No GST)	96.00	0.00	96.00	Per Service	100.00	0.00	100.00
Non Compulsory Service - Fortnightly Recycle Collection	Council Fee (No GST)	48.00	0.00	48.00	Per Service	44.00	0.00	44.00
<b>Total Waste Collection Fee</b>		<b>144.00</b>	<b>0.00</b>	<b>144.00</b>		<b>144.00</b>	<b>0.00</b>	<b>144.00</b>
Non Compulsory Service - 240 Litre - Fortnightly Collection	Council Fee (No GST)	96.00	0.00	96.00	Per Service	100.00	0.00	100.00
Non Compulsory Service - Fortnightly Recycle Collection	Council Fee (No GST)	48.00	0.00	48.00	Per Service	44.00	0.00	44.00
<b>Total Waste Collection Fee</b>		<b>144.00</b>	<b>0.00</b>	<b>144.00</b>		<b>144.00</b>	<b>0.00</b>	<b>144.00</b>
<b>Greenwaste Collection Services</b>								
Non Compulsory Service - Fortnightly Greenwaste Collection (New Service in 2016/17 - expected to be available in January 2017. The fee for first six months of 2016/17 will be \$50)	Council Fee (No GST)	100.00	0.00	100.00	Per Service	80.00	0.00	80.00
Wheelie Bin 240 Litre - Sold to Residents Taking up Non Compulsory Service	Council Fee (No GST)	78.00	0.00	78.00	Per Bin	110.00	0.00	110.00
<b>Garbage Collection Services - Commercial</b>								
1 (Number of 240 Litre Bins)	Council Fee (No GST)	264.00	0.00	264.00	Annual Charge	280.00	0.00	280.00
2	Council Fee (No GST)	512.00	0.00	512.00	Annual Charge	542.00	0.00	542.00
3	Council Fee (No GST)	757.00	0.00	757.00	Annual Charge	800.00	0.00	800.00
Service								
4	Council Fee (No GST)	1,002.00	0.00	1,002.00	Annual Charge	1,060.00	0.00	1,060.00
Service								
5	Council Fee (No GST)	1,252.00	0.00	1,252.00	Annual Charge	1,325.00	0.00	1,325.00
6	Council Fee (No GST)	1,503.00	0.00	1,503.00	Annual Charge	1,595.00	0.00	1,595.00
of each bin								
7	Council Fee (No GST)	1,748.00	0.00	1,748.00	Annual Charge	1,850.00	0.00	1,850.00

Description	Type of Fee	2016/2017 Adopted Fees			Unit	2017/2018 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
8 Rural	Council Fee (No GST)	1,998.00	0.00	1,998.00	Annual Charge	2,120.00	0.00	2,120.00
9 each bin	Council Fee (No GST)	2,243.00	0.00	2,243.00	Annual Charge	2,375.00	0.00	2,375.00
10 per fortnight = 2 pick ups	Council Fee (No GST)	2,488.00	0.00	2,488.00	Annual Charge	2,640.00	0.00	2,640.00
11 (4 bins for rural collection per fortnight = 4 pick ups)	Council Fee (No GST)	2,727.00	0.00	2,727.00	Annual Charge	2,890.00	0.00	2,890.00
12	Council Fee (No GST)	2,978.00	0.00	2,978.00	Annual Charge	3,155.00	0.00	3,155.00
13	Council Fee (No GST)	3,228.00	0.00	3,228.00	Annual Charge	3,420.00	0.00	3,420.00
14	Council Fee (No GST)	3,478.00	0.00	3,478.00	Annual Charge	3,685.00	0.00	3,685.00
15	Council Fee (No GST)	3,729.00	0.00	3,729.00	Annual Charge	3,950.00	0.00	3,950.00
16	Council Fee (No GST)	3,979.00	0.00	3,979.00	Annual Charge	4,215.00	0.00	4,215.00
20	Council Fee (No GST)	4,224.00	0.00	4,224.00	Annual Charge	4,475.00	0.00	4,475.00
<b>Commercial Recycling (Schools Only)</b>								
Fortnight Collection (maximum 4 bins per School)	Council Fee (No GST)	189.00	0.00	189.00	Per Bin	200.00	0.00	200.00
<b>Bacchus Marsh, Ballan &amp; Mt Egerton Transfer Station &amp; Tips - Residents</b>								
Tyre Disposal - Motor Cycle	Council Fee (GST Applies)	10.00	1.00	11.00	Per Tyre	10.91	1.09	12.00
Tyre Disposal - Car	Council Fee (GST Applies)	9.09	0.91	10.00	Per Tyre	10.00	1.00	11.00
Tyre Disposal - Light Truck & 4WD	Council Fee (GST Applies)	12.73	1.27	14.00	Per Tyre	13.64	1.36	15.00
Tyre Disposal - Heavy Truck	Council Fee (GST Applies)	26.36	2.64	29.00	Per Tyre	29.09	2.91	32.00
Tyre Disposal - Heavy Truck Super Single	Council Fee (GST Applies)	37.27	3.73	41.00	Per Tyre	40.91	4.09	45.00
Tyre Disposal - Small Tractor	Council Fee (GST Applies)	75.45	7.55	83.00	Per Tyre	81.82	8.18	90.00
Tyre Disposal - Large Tractor	Council Fee (GST Applies)	150.00	15.00	165.00	Per Tyre	162.73	16.27	179.00
Tyre Disposal - Earthmover	Council Fee (GST Applies)	375.45	37.55	413.00	Per Tyre	408.18	40.82	449.00
Tyre Disposal - Car (tyres on rims)	Council Fee (GST Applies)	12.73	1.27	14.00	Per Tyre	13.64	1.36	15.00
Tyre Disposal - Light Truck & 4WD (tyres on rims)	Council Fee (GST Applies)	15.45	1.55	17.00	Per Tyre	16.36	1.64	18.00
Tyre Disposal - Heavy Truck (tyres on rims)	Council Fee (GST Applies)	21.82	2.18	24.00	Per Tyre	23.64	2.36	26.00
Car or Station Wagon	Council Fee (GST Applies)	20.00	2.00	22.00	Per Attendance	23.64	2.36	26.00
Small Trailer (1.8 x 1.2 x 0.3) or Utility	Council Fee (GST Applies)	30.00	3.00	33.00	Per Attendance	34.55	3.45	38.00
Small Trailer (Heaped Load)	Council Fee (GST Applies)	40.91	4.09	45.00	Per Attendance	47.27	4.73	52.00
Small Trailer (High Sides)	Council Fee (GST Applies)	52.73	5.27	58.00	Per Attendance	60.91	6.09	67.00
Large Trailer	Council Fee (GST Applies)	40.91	4.09	45.00	Per Attendance	47.27	4.73	52.00
Large Trailer (Heaped Load)	Council Fee (GST Applies)	65.45	6.55	72.00	Per Attendance	75.45	7.55	83.00
Large Trailer (High Sides)	Council Fee (GST Applies)	75.45	7.55	83.00	Per Attendance	87.27	8.73	96.00
Trucks	Council Fee (GST Applies)	48.18	4.82	53.00	Per Cubic Metre	52.73	5.27	58.00



Description	Type of Fee	2016/2017 Adopted Fees			Unit	2017/2018 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Clean Green Waste Recyclable materials separated to the recyclable by the customer	Council Fee (GST Applies) Council Fee (GST Applies)			1/2 Price Free			1/2 Price Free	
Mattresses	Council Fee (GST Applies)	28.18	2.82	31.00	30.91	3.09	34.00	
Tip Vouchers (Book 26 Tickets)	Council Fee (GST Applies)	64.55	6.45	71.00	70.00	7.00	77.00	
<i>Available to residents who cannot be provided with a garbage collection service</i>								
<b>Bacchus Marsh, Ballan &amp; Mt Egerton Transfer Station &amp; Tips - Non Residents</b>								
Tyre Disposal - Motor Cycle	Council Fee (GST Applies)	10.00	1.00	11.00	10.91	1.09	12.00	
Tyre Disposal - Car	Council Fee (GST Applies)	9.09	0.91	10.00	10.00	1.00	11.00	
Tyre Disposal - Light Truck & 4WD	Council Fee (GST Applies)	12.73	1.27	14.00	13.64	1.36	15.00	
Tyre Disposal - Heavy Truck	Council Fee (GST Applies)	26.36	2.64	29.00	29.09	2.91	32.00	
Tyre Disposal - Heavy Truck Super Single	Council Fee (GST Applies)	37.27	3.73	41.00	40.91	4.09	45.00	
Tyre Disposal - Small Tractor	Council Fee (GST Applies)	75.45	7.55	83.00	81.82	8.18	90.00	
Tyre Disposal - Large Tractor	Council Fee (GST Applies)	150.00	15.00	165.00	162.73	16.27	179.00	
Tyre Disposal - Earthmover	Council Fee (GST Applies)	375.45	37.55	413.00	408.18	40.82	449.00	
Tyre Disposal - Car (tyres on rims)	Council Fee (GST Applies)	12.73	1.27	14.00	13.64	1.36	15.00	
Tyre Disposal - Light Truck & 4WD (tyres on rims)	Council Fee (GST Applies)	15.45	1.55	17.00	16.36	1.64	18.00	
Tyre Disposal - Heavy Truck (tyres on rims)	Council Fee (GST Applies)	21.82	2.18	24.00	23.64	2.36	26.00	
Car or Station Wagon	Council Fee (GST Applies)	27.27	2.73	30.00	31.82	3.18	35.00	
Small Trailer (1.8 x 1.2 x 0.3) or Utility	Council Fee (GST Applies)	52.73	5.27	58.00	60.91	6.09	67.00	
Small Trailer (Heaped Load)	Council Fee (GST Applies)	90.91	9.09	100.00	104.55	10.45	115.00	
Small Trailer (High Sides)	Council Fee (GST Applies)	116.36	11.64	128.00	134.55	13.45	148.00	
Large Trailer	Council Fee (GST Applies)	90.91	9.09	100.00	104.55	10.45	115.00	
Large Trailer (Heaped Load)	Council Fee (GST Applies)	142.73	14.27	157.00	164.55	16.45	181.00	
Large Trailer (High Sides)	Council Fee (GST Applies)	166.36	16.64	183.00	191.82	19.18	211.00	
Trucks	Council Fee (GST Applies)	96.36	9.64	106.00	104.55	10.45	115.00	
Clean Green Waste Recyclable materials separated to the recyclable by the customer	Council Fee (GST Applies) Council Fee (GST Applies)			1/2 Price Free			1/2 Price Free	
Mattresses	Council Fee (GST Applies)	28.18	2.82	31.00	30.91	3.09	34.00	
<b>Works Department Services</b>								

Description	Type of Fee	2016/2017 Adopted Fees			Unit	2017/2018 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Private Works will be Quoted depending on the nature of the job	Council Fee (GST Applies)		As Quoted for particular job		Per Job		As Quoted for particular job	

## Appendix B Budget process

This section lists the budget processes to be undertaken in order to adopt the Budget in accordance with the *Local Government Act 1989* (the Act) and *Local Government (Planning and Reporting) Regulations 2014* (the Regulations).

Under the Act, Council is required to prepare and adopt an annual budget for each financial year. The budget is required to include certain information about the rates and charges that Council intends to levy, as well as a range of other information required by the Regulations which support the Act.

The 2017/18 budget, which is included in this report, is for the year 1 July 2017 to 30 June 2018 and is prepared in accordance with the Act and Regulations. The budget includes financial statements being a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows and Statement of Capital Works. These statements have been prepared for the year ended 30 June 2018 in accordance with the Act and Regulations, and are consistent with the annual financial statements which are prepared in accordance with Australian Accounting Standards. The budget also includes information about the rates and charges to be levied, the capital works program to be undertaken, the human resources required, and other financial information Council requires in order to make an informed decision about the adoption of the budget.

In advance of preparing the budget, officers firstly review and update Council's long term financial projections. Financial projections for at least four years are ultimately included in Council's Strategic Resource Plan, which is the key medium-term financial plan produced by Council on a rolling basis. The preparation of the budget, within this broader context, begins with officers preparing the operating and capital components of the annual budget during January and February. A draft consolidated budget is then prepared and various iterations are considered by Council at informal briefings during March. A 'proposed' budget is prepared in accordance with the Act and submitted to Council in April for approval 'in principle'. Council is then required to give 'public notice' that it intends to 'adopt' the budget. It must give 28 days notice of its intention to adopt the proposed budget and make the budget available for inspection at its offices and on its web site. A person has a right to make a submission on any proposal contained in the budget and any submission must be considered before adoption of the budget by Council.

With the introduction of the State Governments Rate Capping legislation in 2015 Councils are now unable to determine the level of rate increase and instead must use a maximum rate increase determined by the Minister for Local Government which is announced in December for application in the following financial year.

The final step is for Council to adopt the Budget after receiving and considering any submissions from interested parties. The Budget is required to be adopted and a copy submitted to the Minister by 30 June each year. The key dates for the Budget process are summarised below:

Budget process	Timing
1. Officers update Council's long term financial projections	Sep/Oct
2. Officers prepare operating and capital budgets	Oct/Nov
3. Councillors consider draft budgets at informal briefings	Dec/Jan
4. Proposed budget submitted to Council for approval	3 May
5. Public notice advising intention to adopt budget	9 May
6. Budget available for public inspection and comment	10 May
7. Public submission process undertaken	May/Jun
8. Submissions period closes (28 days)	6 Jun
9. Submissions considered by Council/Committee	21 Jun
10. Budget and submissions presented to Council for adoption	5 Jul
11. Copy of adopted budget submitted to the Minister	6 Jul

**11.2 GROWTH AND DEVELOPMENT**

**11.2.1 Planning Permit 2013-096; Amended permit for the construction of 8 sheds to house an additional 400,000 birds with caretaker’s residence, office and workshop at 4050 Geelong-Bacchus Marsh Road, Parwan**

<b>Application Summary:</b>	
Permit No:	PA2013-096
Lodgement Date:	2 August, 2016.
Planning Officer:	Mark Lovell.
Address of the land:	Lot 1 on LP148386N 4050 Geelong-Bacchus Road, Parwan.
Proposal:	Amended plans for construction of 8 sheds to house an additional 400,000 birds with caretaker’s residence, office and workshop
Lot size:	113.60 hectares.
Why was permit required to the original approval:	Clause 35.07-4- Farming Zone –Use and Development of Broiler Farm  Clause 52.31 – Broiler Farm - Development
<b>Public Consultation:</b>	
Was the amendment application advertised?	Yes.
Notices on site:	Yes.
Notice in Moorabool Newspaper:	No.
Number of Objections:	One objection.
Consultation meeting:	Consultation meeting was held between the applicant and objector. Concerns were clarified but the primary concern is with the planning system with regard to a previous approval on the subject site which changed the vehicle access point and the ongoing concerns with other businesses in the immediate area.
<b>Policy Implications:</b>	
<b>Key Result Area</b>	Enhanced Natural and Built Environment.
<b>Objective</b>	Effective and efficient land use planning and building control.

<b>Strategy</b>	Implement high quality, responsive, and efficient processing systems for planning and building applications Ensure that development is sustainable, resilient to change and respects the existing character.
<b>Victorian Charter of Human Rights and Responsibilities Act 2006</b>	
In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.	
<b>Officer's Declaration of Conflict of Interests</b>	
<p>Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.</p> <p><i>Manager – Robert Fillisch</i></p> <p>In providing this advice to Council as the Manager, I have no interests to disclose in this report.</p> <p><i>Author – Mark Lovell</i></p> <p>In providing this advice to Council as the Author, I have no interests to disclose in this report.</p>	
<b>Executive Summary:</b>	
Application Referred?	The application was referred to Council's Infrastructure, Council's Environmental Health, EPA, Melbourne Water, Southern Rural Water, Western Water and VicRoads.
Any issues raised in referral responses?	No.
Preliminary Concerns?	No.
Any discussions with applicant regarding concerns	No.
Any changes made to the application since being lodged?	No.
VCAT history?	Yes, an application for review (P1499/2015) lodged by an objector to the original application. This was withdrawn on 11 March, 2016 after a mediation in VCAT which resulted in a confidential settlement between all parties.

Previous applications for the site?	Planning Permit PA2013-096 was issued on 14 March, 2014 for the development and use of a Broiler Farm and Associated Building and works and alteration to an access in RDZ1. The permit was issued subject to 54 conditions.
General summary (Pro's/Con's of the proposal)	The proposal will double the capacity of the broiler farm but maintain similar amenity controls due to the location of the new sheds on the land and the effective use management practices to minimise off site impacts.
<b>Summary Recommendation:</b>	
That, having considered all relevant matters as required by Section 73 of the Planning and Environment Act 1987, Council issue a Notice of Decision to Amend a Permit to PA2013096 to allow the construction of 8 sheds to house an additional 400,000 birds with a caretaker's residence, office and workshop at Lot 1 on LP148386N, 4050 Geelong-Bacchus Marsh Road, Parwan.	

**Background**

The use and development approved under Planning Permit PA2013-096 has been completed in accordance with endorsed plans. The site is an operating broiler farm.

**Public Notice**

The amendment application was notified to adjoining and surrounding landowners by mail and by placing a large notice on site for a period of fourteen days. A statutory declaration verifying display of the large notice was received on 7 December, 2016.

**Summary of Objections**

The objections received are detailed below with officer's comments accompanying them:

<b>Objection</b>	<b>Any relevant requirements</b>
Increased traffic during the night.	Permit conditions
<b>Officer's response</b> – The night time truck movements are solely limited to the pick-up of birds and is an industry practice to reduce the stress levels in birds. The pick-up times are short in duration when the birds have reached their optimal growth rate and is limited to small number of truck movements. See report.	
Potential for odour/ odour report relies on assumptions	Odour Report
<b>Officer's response</b> - The applicant has submitted a comprehensive Odour Report demonstrating that the new sheds will managed to limit odour emissions and complies with additional requirement imposed by the EPA.	
Prefer sheds to be located closer to the existing sheds	
<b>Officer's response</b> – The proposed shed are located in a central part of the land. Their location has been dictated by a biosecurity requirement to have a minimum separation distance of 500 metres to the existing sheds that house 400,000 birds and also reflects a site constraint of a gas easement bisecting the land.	

Objection	Any relevant requirements
Applicant has breached confidentiality clause in a mediated settlement	
<b>Officer's response</b> – This is not relevant to the planning permit amendment.	

## Proposal

It proposed to construct eight additional broiler sheds, each able to accommodate 50,000 birds, for an additional capacity of 400,000 birds and a total farm capacity of 800,000 birds. Each shed will be 168 metres in length, 17.40 metres in width and have an overall height of 4.3 metres. The total additional floor area will be 23,385.60m<sup>2</sup>. The sheds will setback 599 metres from the Geelong-Bacchus Marsh frontage, 179 metres from the southern side boundary, 212 metres from the northern side boundary and setback 501 metres from the western side of the existing broiler sheds on the land. The sheds will be comprised of metal coloured wall panels, concrete dwarf walls and custom roofing. A series of utility services will surround the shed area including fire tanks, water tanks, gas tanks, a generator shed and pump house. To the north-west of the shed area will be a retention dam with an overall depth of 2.3 metres and a volume capacity of 23,4000m<sup>3</sup>. To the south of the sheds, will be a detached administration building consisting of an office, kitchen, storeroom, workshop and toilets. The administration building will be 31 metres in length, 15.0 metres in width and have an overall height of 5.3 metres. Further to the south of the administration building, is a caretaker's residence. No floor plans have been approved for this proposed residence. All buildings will access a gravel roadway adjacent to the southern property boundary which connects to the Geelong-Bacchus Road. No vegetation is proposed to be removed.

Truck numbers and time of movements vary dependent on the stage of the bird's life cycle. The maximum peak period is at the pick-up time with 10 trips per day in and out of the site, a total 20 vehicle movements. The time of the vehicle movements during the peak period is up to 2 per hour and four pick-ups will occur after 9.00pm.

## Site Description

The subject site is located on the eastern side of Geelong-Bacchus Marsh Road, south of Smith Road, Parwan with a second street frontage to Parwan Road South. The lot is 701.50 metres in width at the street frontage, 1613.43 metres in length and has a total area of 113.60 hectares. There is 20.12 metres in width gas easement which bisects the lot from the northern side boundary to the rear eastern boundary.

The site is comprised of a broiler farm consisting of eight sheds building, associated utility facilities, retention dam, internal accessways and a landscaping screen concentrated in the north-east corner of the site. An existing residence is located in the north-west corner of the site. The remaining land is vacant without vegetation.

The surrounding land is predominately farming land including horse agistment. The land is generally a flat topography with limited landscaping mostly along the property boundaries and there are a scattering of residential dwellings.

There are some notable surrounding land uses such as the Western Water Sewerage Treatment plant located on the eastern side of Parwan Road South which is within a Public Use Zone Schedule 1, the Bacchus Marsh Airfield located to the west of



Aerodrome Road which is covered by an Airport Environs Overlay, and adjacent land to the south contained in a site specific Industrial 1 Zone.

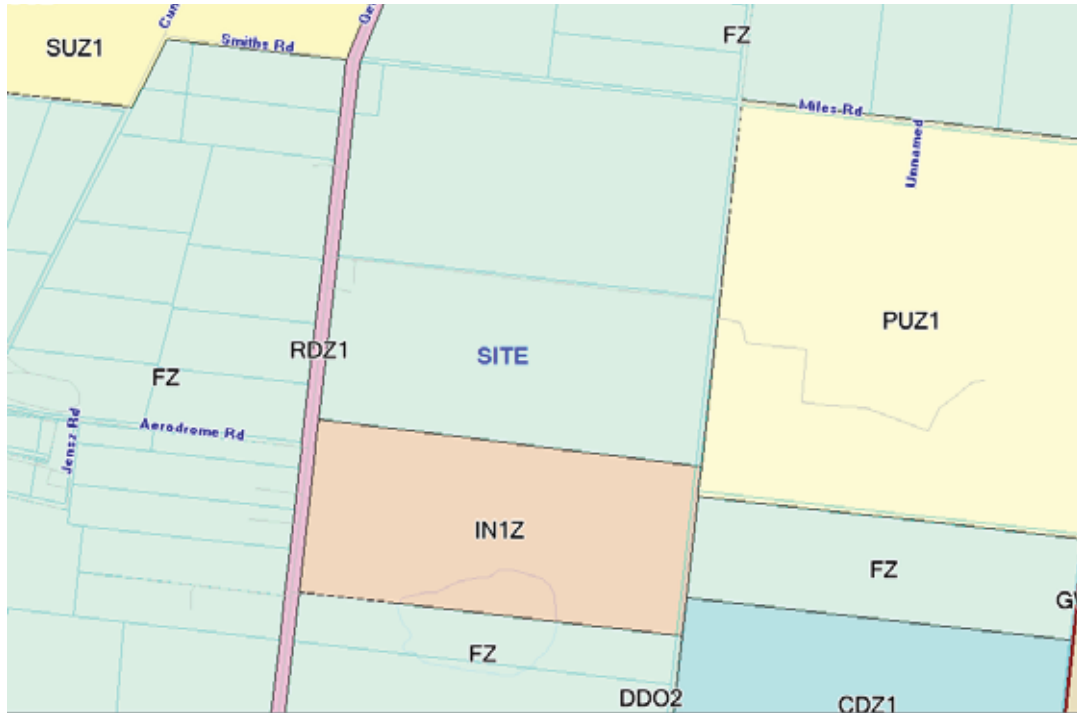
### Locality Map

The site below indicates the location of the subject site and the zoning applicable to the surrounding area.



Figure 1: Site plan





**Figure 2: Zone Map**

**Planning Scheme Provisions**

Council is required to consider the Victoria Planning Provisions and give particular attention to the State Planning Policy Framework (SPPF), the Local Planning Policy Framework (LPPF) and the Municipal Strategic Statement (MSS).

The relevant clauses are:

- Clause 11.07-1 Regional Planning
- Clause 11.07-2 Per-Urban Areas
- Clause 13.04-1 Noise Abatement.
- Clause 13.04-2 Air Quality
- Clause 14.01-1 Protection of Agricultural Land
- Clause 17.01-1 Business
- Clause 21.03-2 Urban Growth Management
- Clause 21.04-2 Agriculture.

The proposal complies with the relevant sections of the SPPF and LPPF, with the exception of the clauses outlined in the table below:

SPPF	Title	Response
Clause 13.04-1	Noise Abatement	Existing permit condition need to be enforced to ensure the site complies with noise emission from industrial equipment or machinery.

## Zone

The site is located in a Farming Zone (FZ) under the Moorabool Planning Scheme. The purpose of the Farming Zone is:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To provide for the use of land for agriculture.
- To encourage the retention of productive agricultural land.
- To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.
- To encourage the retention of employment and population to support rural communities.
- To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provisions.

The decision guidelines under general issues has the following objectives:

- The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- Any Regional Catchment Strategy and associated plan applying to the land.
- The capability of the land to accommodate the proposed use or development, including the disposal of effluent.
- How the use or development relates to sustainable land management. Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses.
- How the use and development makes use of existing infrastructure and services.

The site is adjacent to a Road Zone Category 1 RDZ1). There is no new or altered access required as part of this amendment application.

## Overlays

The site is not affected by any overlay controls.

## Particular Provisions

### Clause 52.31 Broiler Farm

The purpose of this particular provision is to facilitate the establishment and expansion of broiler farms in a manner that is consistent with orderly and proper planning and the protection of the environment.

Under Clause 52.31-2 a permit application to increase the farm capacity of an existing broiler farm must comply with the Victorian Code for Broiler Farms 2009.

The code has classification for type of Broiler Farms and in this instance with a proposed total farm population of 800,000 birds is classified as Special Class Farm which requires completion of an Odour Environmental Risk Assessment (Odour ERA) Report which must be completed and provided to the EPA.

An Odour Report has been prepared by GHD Pty Ltd, dated July 2016 and has been reviewed by the EPA.

## **Discussion**

### Extent of change/Amenity Impacts:

The proposal seeks to double the capacity of an existing broiler farm from managing 400,000 birds to 800,000 birds. The new shed area has adopted a similar built form, similar floor layout, similar associated utilities and similar landscaping treatments as the existing shed area. In effect, the new sheds replicate the existing shed facility on site. The new shed area is well separated from the existing shed area due to the presence of a gas easement and a biosecurity requirement to have a minimum separation distance of 500 metres. The existing broiler farm provides a good example of how the site is being currently managed and amenity impacts that are generated. There have been no complaints regarding the existing operation and no breach of permit conditions. The applicant has provided detailed documentation with the amendment application regarding management practices including waste management, pest controls, chemical management, stormwater management, environmental management, landscaping maintenance, site maintenance, animal welfare, and traffic management. The existing permit conditions provide an adequate level of protection to surrounding sensitive land uses to ensure their amenity is not adversely affected by the increased number of birds and the new buildings associated with the broiler farm.

The applicant has submitted an Odour Report that has been reviewed by the EPA demonstrating that there will be acceptable management of odour emissions subject to conditions. One of the new EPA conditions will be the ongoing monitoring of odours and dealing with any complaints regarding odours. This provides further protection for the occupants of nearby sensitive land uses.

The applicant has also submitted additional explanation of their odour dispersion modelling based on the new EPA publication No. 1643 titled 'Odour Environmental Risk Assessment for Victorian Broiler Farms' that was introduced on 19 January, 2017. This guideline reinforces that odour environmental risk assessments must be conducted in accordance with SEPP (AQM) which sets out design criteria for assessing air emissions. The guideline however changes the regulatory modelling of air emissions from the AERMOD/Ausplume model to the CALPUFF model. This new model would produce a larger emission area and affect more properties compared to the results of previously approved odour report as part of the original development. The guideline does allow for the EPA to advise Council whether the current odour assessment submitted with the application is still in accordance with SEPP (AQM) given a different modelling system has been used. In this instance, EPA are satisfied with the detailing in the odour report that was formulated under the previously accepted modelling system.

EPA noted the odour risk was considered within a low to medium range provided the farm has Environmental Management Plan that includes managing off-site odour impacts. This can be satisfied by a revised Environmental Management Plan.

**Traffic Movements:**

With the increased capacity of the bird production will result in an increased number of truck movements for utilities, feeding birds and the pick-up of birds. The truck movements and times vary with quiet periods and peak periods which are dependent on the age of the bird. The applicant has advised they will stagger the age of the birds between the existing shed facility and the proposed shed facility which will prevent a cumulative peak period of truck movements. The trucks movement should not present any significant impacts upon any adjacent property owners and the site connects to a designated main road thereby minimising any impact upon the local road network. The applicant has provided a comprehensive traffic report which has been reviewed by both VicRoads and Council's Infrastructure section. They have no objections with regard to traffic flow and traffic access.

**General Provisions**

Clause 65 – Decision Guidelines have been considered by officers in evaluating this application.

Clause 66 - stipulates all the relevant referral authorities to which the application must be referred.

**Referrals**

The following referrals were made pursuant to the Planning and Environment Act 1987 and Council departments were provided with an opportunity to make comment on the proposed development plan.

<b>Authority</b>	<b>Response</b>
Western Water	No objection subject to one new condition
Southern Rural Water	No objection subject to three new conditions
Melbourne Water	No objection, no new conditions.
VicRoads	No objection, no new conditions.
EPA (latest response)	No objection, subject to two new conditions.
Infrastructure	No objection, no new conditions.
Environmental Health	No objection subject to three new conditions

**Financial Implications**

There are no financial implications.

**Risk and Occupational Health and Safety Issues**

The recommendation of approval of this development (amendment application) does not implicate any risk or OH & S issues to Council.

**Communications Strategy**

Notice was undertaken for the application, in accordance with s.52 of the Planning and Environment Act 1987, and further correspondence is required to all interested parties to the application as a result of a decision in this matter. All submitters and the applicant were invited to attend this meeting and invited to address Council if desired.

## Options

An alternative recommendation would be to refuse the amendment application on the grounds that it does not comply with the planning scheme provisions, is not adequately controlled by the existing permit conditions and will create adverse amenity impacts to nearby residents.

Refusing the amendment application may result in the applicant lodging an application for review of Council's decision with VCAT.

## Conclusion

The proposed expansion to double the capacity of an existing broiler farm operation with associated buildings and works under an existing planning permit is acceptable in terms of the planning scheme provisions and the relevant sections of the Victorian Code for Broiler Farms 2009. The existing permit conditions will ensure on going protection to sensitive land uses from amenity impacts. The proposed expansion supports the continued viability of the existing broiler farm and supports business activity and job creation within Parwan. The proposed amendment should be supported subject to new conditions as specified by the relevant referral authorities including managing off site odour impacts.

## Recommendation:

**That, having considered all matters as prescribed by the Planning and Environment Act, Council issue Notice of Decision to Amend a Permit for application number PA2013-096 for the development and use of a Broiler Farm and Associated Buildings and works and alteration to access in a RDZ1 at Lot 1 on LP148386N known as 4050 Geelong Bacchus Marsh Road, Parwan, subject to the following condition amendments and subsequent re-numbering of permit conditions:**

**1. Amended condition 1a) to read as:**

- **Floor and elevation plans of the proposed caretaker's residence.**

**2. New condition 1e) to read as:**

**Amended Environmental Management Plan (EMP) that includes a section that the Broiler Farm will:**

- **comply with the RSPCA Approved Farming Scheme Standard for Meat Chicken;**
- **provision of details of RSPCA accreditation and the applicant will maintain such accreditation;**
- **comply with the Victorian Federation Chicken Care program; and**
- **undertake further odour modelling and provide results/reports when any complaint is received regarding odours.**

**3. Amended condition 2 to read as:**

- **No more than 800,000 birds are to be on the property at any one time**

**4. New condition 3d) to read as:**

- **Victorian Federation Chicken Care program.**
5. **New condition 3e) to read as:**
- **RSPCA Approved Farming Scheme Standard for Meat Chickens, May 2013**
6. **Add three new Environmental Health conditions:**
- **The wastewater management system including the septic tank and effluent disposal area for the proposed house must be wholly contained to the property**
  - **The wastewater management system including the septic tank and effluent disposal area for the proposed broiler shed and office amenities must be wholly contained to the property**
  - **The broiler farm operations must not create a health nuisance to neighbouring properties.**
7. **Add two new EPA conditions:**
- **If at any time the Responsible Authority (RA) determines that the amenity of nearby residents is being adversely affected in the emission of any unreasonable level of odour from the site the permit holder must immediately and to the satisfaction of the RA take such action as is necessary to reduce those emissions to an acceptable level.**
  - **The permit holder must record details of all odour monitoring, log any odour complaints, and should make available any results/records on request by the RA.**
8. **Add one new Western Water condition:**
- **All requirement contained within the Recycled Water Management Plan must be followed and implements to the satisfaction of Western Water**
9. **Add three new Southern Rural Water conditions:**
- **The extraction and use of groundwater or surface water for the purpose of providing water for this development must be licensed in accordance with s51 of the Water Act 1989;**
  - **The retention dam used to store water for the development must be constructed in accordance with a “turkeys nest” design so as no natural surface water runoff can enter the dams; and**
  - **The retention dam used to provide water for this development must only be filled from direct roof runoff or from a licensed water source.**
10. **Amend permit expiry completion date:**
- **The development is not completed within eight years of the issue of the planning permit.**

**Report Authorisation**

**Authorised by:**

**Name:** Satwinder Sandhu

**Title:** General Manager Growth and Development

**Date:** 7 June, 2016



# Attachment - Item 11.2.1 (a)





SCALE AS SHOWN @ A1  
SHEET 1 OF 5  
REVISION A  
FILE # 10859A

CHICKEN FARM DEVELOPMENT  
4050 GEELONG - BACCHUS MARSH ROAD  
PARWAN  
DEVELOPMENT LAYOUT PLAN - FARM-2

LAND MANAGEMENT SURVEYS (MELBOURNE)  
SURVEYORS ENGINEERS PLANNERS  
ADM 22 037 516 516  
34 BALCOMBE ROAD MENTONE VIC 3194  
PH (03) 9585 5888 Fax (03) 9585 5888  
DRG FILE No. 1070806\A\CDM\DWG\CDM\10859A\_Eng.dwg

LAND MANAGEMENT SURVEYS (MELBOURNE)  
SURVEYORS ENGINEERS PLANNERS  
ADM 22 037 516 516  
34 BALCOMBE ROAD MENTONE VIC 3194  
PH (03) 9585 5888 Fax (03) 9585 5888  
DRG FILE No. 1070806\A\CDM\DWG\CDM\10859A\_Eng.dwg

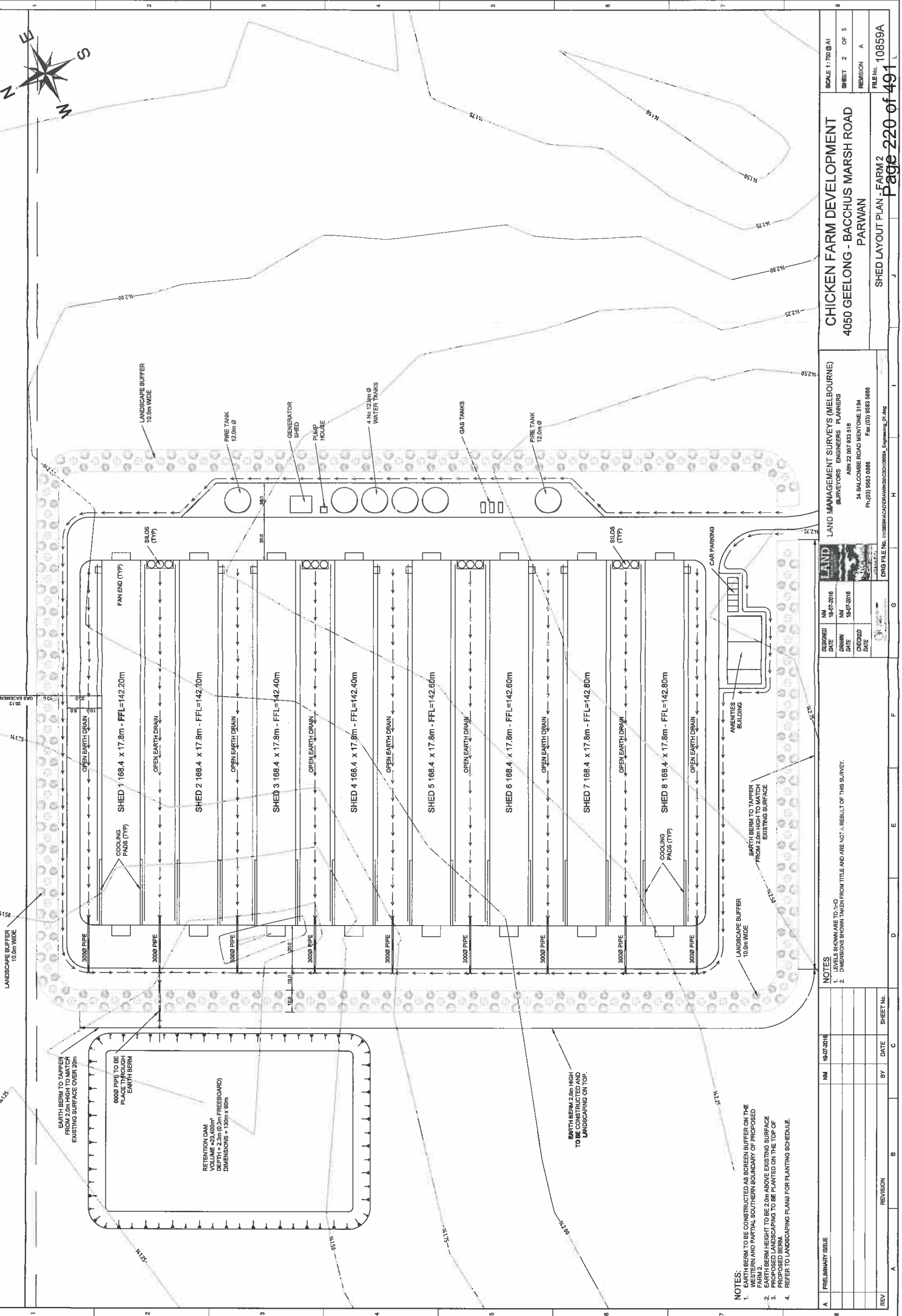
LAYOUT PLAN  
SCALE 1:500

DESIGNED	NM	18-07-2016
DATE		
DRAWN	NM	18-07-2016
DATE		
CHECKED		
DATE		

NOTES

- IMAGE SOURCE: GOOGLE EARTH, IMAGE DATE: 20-03-2016

NO.	DATE	BY	REVISION



REV	REVISION	BY	DATE	SHEET NO.
A	PRELIMINARY ISSUE		14-07-2016	
B				
C				

DESIGNED	DATE	DRAWN	DATE	CHECKED	DATE
NM	14-07-2016	NM	14-07-2016	NM	14-07-2016
NM	19-07-2016	NM	19-07-2016	NM	19-07-2016

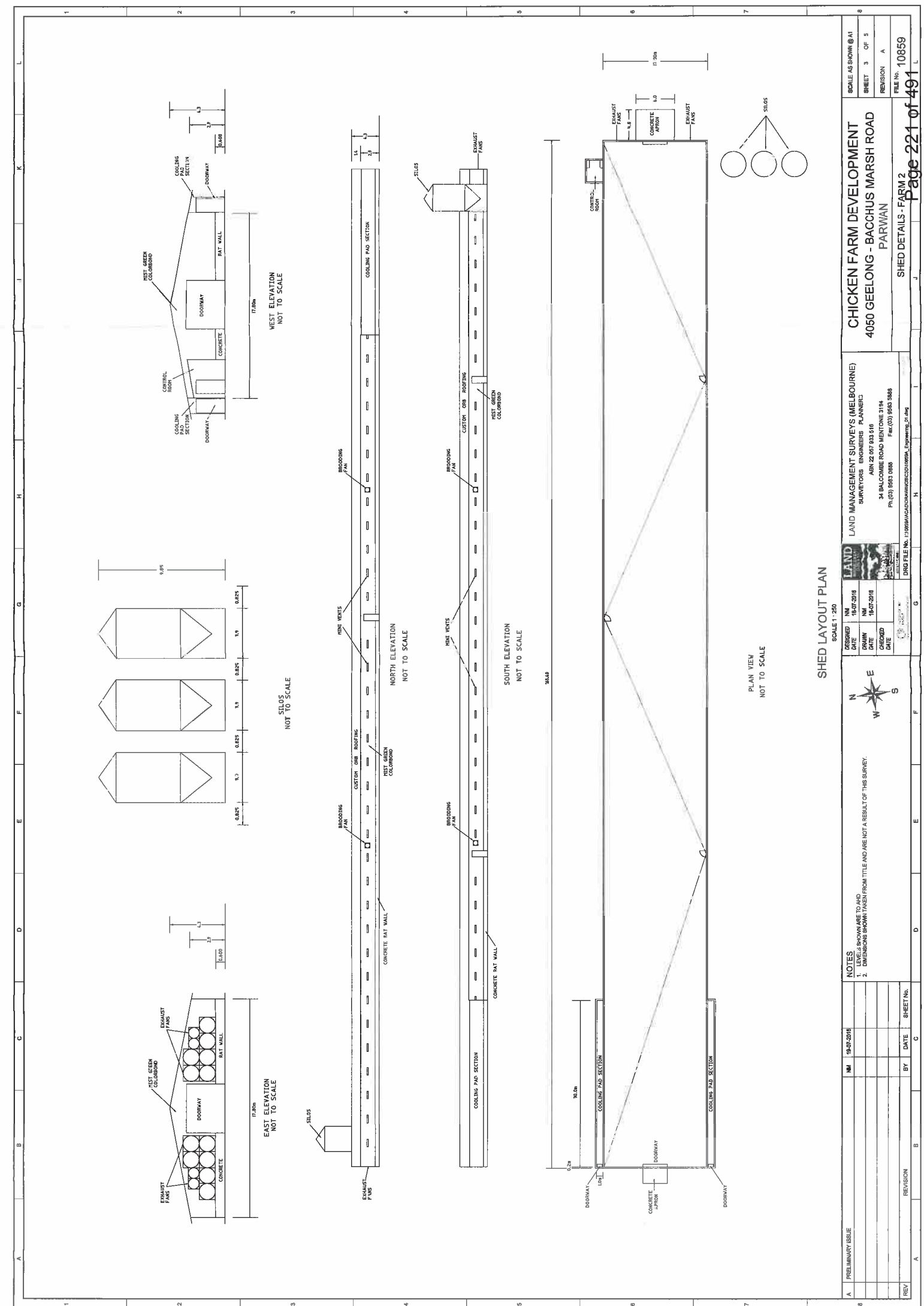
**NOTES:**

- EARTH BERM TO BE CONSTRUCTED AS SCREEN BUFFER ON THE WESTERN AND PARTIAL SOUTHERN BOUNDARY OF PROPOSED FARM 2.
- EARTH BERM HEIGHT TO BE 2.0m ABOVE EXISTING SURFACE PROPOSED BERM.
- PROPOSED LANDSCAPING TO BE PLANTED ON THE TOP OF PROPOSED BERM.
- REFER TO LANDSCAPING PLANS FOR PLANTING SCHEDULE.

LAND MANAGEMENT SURVEYS (MELBOURNE)  
 SURVEYORS ENGINEERS PLANNERS  
 ABN 22 067 933 518  
 34 BALCOMBE ROAD MENTONE 3194  
 Ph: (03) 9483 0888 Fax: (03) 9483 0886  
 DRG FILE NO. L:\03\BACCHUS\CHICKEN\_FARM\_2\Engineering\_07.dwg

CHICKEN FARM DEVELOPMENT  
 4050 GEELONG - BACCHUS MARSH ROAD  
 PARWAN

SCALE 1:750 @ A1  
 SHEET 2 OF 5  
 REVISION A  
 FILE NO. 10859A  
 SHED LAYOUT PLAN - FARM 2  
 Page 220 of 491



REV	DESCRIPTION	BY	DATE	SHEET NO.
A	PRELIMINARY ISSUE		14-07-2016	
B				
C				
D				
E				
F				
G				
H				
I				
J				
K				
L				

SCALE AS SHOWN @ A1	SCALE 1:250
SHEET 3 OF 3	DESIGNED NM 19-07-2016
REVISION A	DRAWN NM 19-07-2016
FILE No. 10859	CHECKED NM 19-07-2016

CHICKEN FARM DEVELOPMENT	LAND MANAGEMENT SURVEYS (MELBOURNE)
4050 GEELONG - BACCHUS MARSH ROAD	SURVEYORS ENGINEERS PLANNERS
PARWAN	ABN 22 057 833 516
	34 BALCOMBE ROAD MENTONE 3194
	Ph: (03) 9853 0888 Fax: (03) 9853 3868

SHED LAYOUT PLAN  
SCALE 1:250

PLAN VIEW  
NOT TO SCALE

NOTES  
1. DIMENSIONS SHOWN TAKE FROM TITLE AND ARE NOT A RESULT OF THIS SURVEY.  
2. DIMENSIONS SHOWN TAKEN FROM TITLE AND ARE NOT A RESULT OF THIS SURVEY.

DESIGNED NM 19-07-2016  
DRAWN NM 19-07-2016  
CHECKED NM 19-07-2016

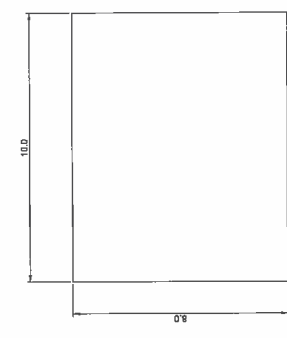
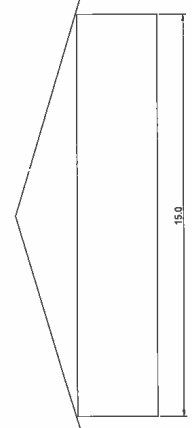
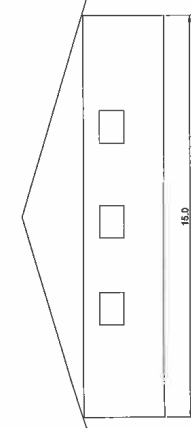
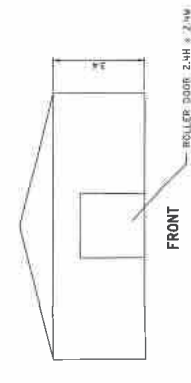
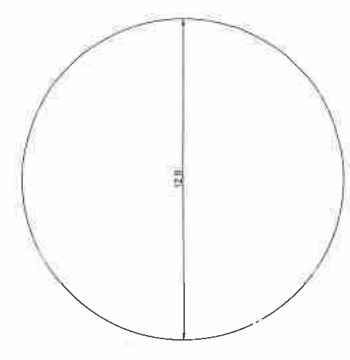
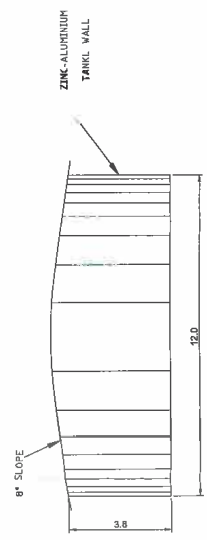
SCALE AS SHOWN @ A1  
SHEET 3 OF 3  
REVISION A  
FILE No. 10859

CHICKEN FARM DEVELOPMENT  
4050 GEELONG - BACCHUS MARSH ROAD  
PARWAN

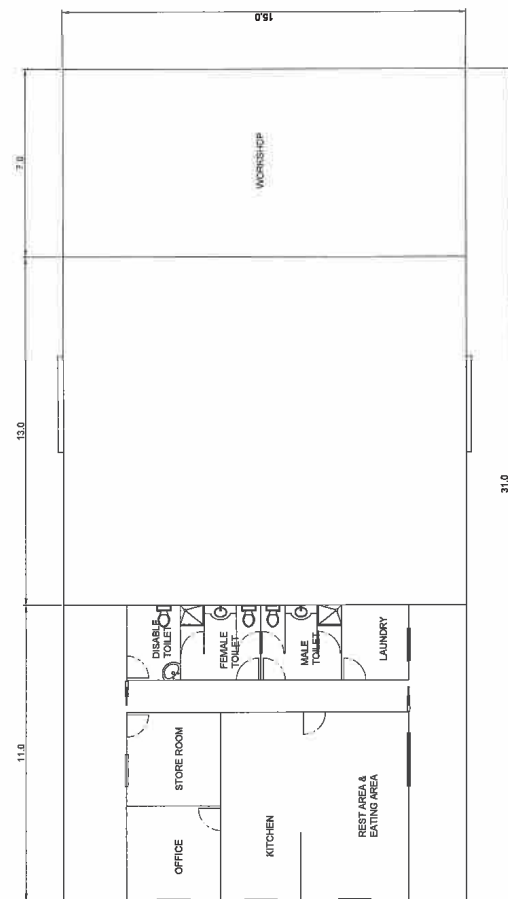
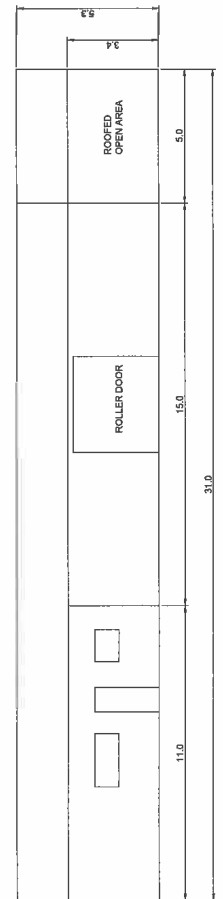
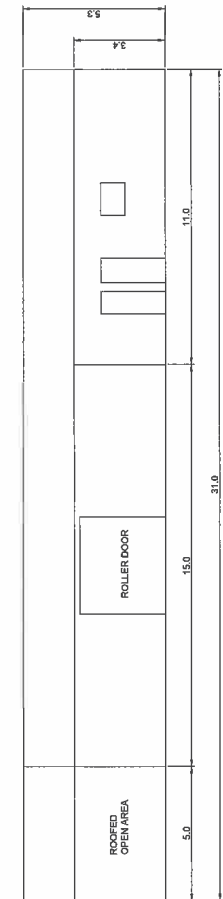
LAND MANAGEMENT SURVEYS (MELBOURNE)  
SURVEYORS ENGINEERS PLANNERS  
ABN 22 057 833 516  
34 BALCOMBE ROAD MENTONE 3194  
Ph: (03) 9853 0888 Fax: (03) 9853 3868

LAND SURVEYING  
ENGINEERING  
DMS FILE No. L:\0859\CHICKEN FARM DEVELOPMENT\Engineering\_07.dwg

SHED DETAILS - FARM 2  
Page 221 of 491



GENERATOR SHED



AMENITIES ADMINISTRATION AND WORKSHOP PLAN  
SCALE 1:100

REV	A	PRELIMINARY ISSUE	NM	19-07-2018	DATE	SHEET No.
		REVISION	BY	DATE	C	
<p>NOTES</p> <ol style="list-style-type: none"> <li>1. DIMENSIONS SHOWN UNLESS OTHERWISE SPECIFIED</li> <li>2. DIMENSIONS SHOWN IN BRACKET FROM TITLE AND LINE NOT A RESULT OF THIS SURVEY</li> </ol>						
<p>DESIGNED DATE: 19-07-2018 DRAWN DATE: 19-07-2018 CHECKED DATE: 19-07-2018</p>						
<p>LAND MANAGEMENT SURVEYS (MELBOURNE) SURVEYORS ENGINEERS PLANNERS 34 BALCOMBE ROAD MENTONE 3194 Ph: (03) 9563 0888 Fax: (03) 9563 5980 SUBJECT: CHICKEN FARM DEVELOPMENT DRAWN BY: [Signature]</p>						
<p>CHICKEN FARM DEVELOPMENT 4050 GEELONG - BACCHUS MARSH ROAD PARWAN</p>						
<p>SCALE AS SHOWN @ A1 SHEET 4 OF 5 REVISION A FILE No. 10859A</p>						
<p>SHED DETAILS - FARM 2 Page 222 of 491</p>						

# Attachment - Item 11.2.1 (b)



Scolexia P/L  
16 Learmonth Street  
Moonee Ponds VIC 3039

## AMENDED PLANNING PERMIT

APPLICATION NO: PA2013096-1

PLANNING SCHEME: Moorabool Planning Scheme

RESPONSIBLE AUTHORITY: **Moorabool Shire Council**

ADDRESS OF THE LAND: 4050 Geelong-Bacchus Marsh Road,  
Parwan VIC 3340  
Lot 1 on LP 148386N

THE PERMIT ALLOWS: Development and Use of a Broiler  
Farm and Associated Buildings and  
Works and alteration to access in a  
RDZ1

### THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT:

1. Before the use and/or development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application or some other specified plans but modified to show:
  - a) Floor and elevation plans of dwelling;
  - b) Detailing the exhaust fans located on the western elevation so the air is moved away from the treatment plant;
  - c) The earth berm extended along the landscaped area on the northern side of the buildings;
  - d) Dimensions of the stormwater retarding basin to cater for flow in the shed development area allowing for a 1:100 rainfall event.
2. No more than 400 000 birds are to be on the property at any one time.

*M*

3. The development must at all times comply with the following Codes of Practice or their successors:
  - a) Victorian Code for Broiler Farms 2009 (for buildings only at the time of construction);
  - b) 2003 Code of Accepted Farming Practice for the Welfare of Poultry (Revision no.2);
  - c) 2001 Code of Practice for the Land Transport of Poultry.
4. All external walls and roof areas of the proposed buildings are to be clad with non-reflective materials (zincalume prohibited) to the satisfaction of the Responsible Authority.
5. Before the use starts, an environmental management plan for the management and operation of the use which is to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. Three copies must be provided. When approved, the plan will be endorsed and will then form part of the permit. The environmental management plan must include:
  - a) overall environmental objectives for the operation of the use and techniques for their achievement
  - b) procedures to ensure that no significant adverse environmental impacts occur as a result of the use
  - c) proposed monitoring systems
  - d) identification of possible risks of operational failure and response measures to be implemented
  - e) day to day management requirements for the use f) include items listed in Condition 52.

The environmental management plan must be reviewed annually to the satisfaction of the responsible authority and any consequential changes to the plan submitted to and approved by the responsible authority.

The use must be conducted in accordance with the endorsed environmental management plan at all times.
6. Noise levels emanating from the premises must not exceed those required to be met under State Environment Protection Policy (Noise from Industry, Commerce and Trade) N-1.
7. All security alarms or similar devices installed on the land must be of a silent type in accordance with any current standard published by Standards Australia International Limited and be connected to a security service.
8. Before the development starts, a landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be generally in accordance with the submitted landscape plan dated March 2013 by Land Management Surveys. The plan must be drawn to scale with dimensions and three copies must be provided. The plan must show:
  - a) a survey (including botanical names) of all existing vegetation to be retained and/or removed;
  - b) buildings and trees (including botanical names) on neighbouring properties within three metres of the boundary;

MT



- c) details of surface finishes of pathways and driveways;
- d) a planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant;
- e) An appropriate planting density that results in the vegetation around the sheds forming an effective visual screen from adjoining properties;
- f) Notation stating planting is to be done between early autumn and late spring to ensure the best opportunity for survival.

All species selected must be to the satisfaction of the responsible authority. The landscape plan must also indicate that irrigation will be done using a tanker and spray so that deep ingressation watering can be achieved.

- 9. Before the use of the development starts or by such later date as is approved by the responsible authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.
- 10. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority, including that any dead, diseased or damaged plants are to be replaced.
- 11. No litter is to be stored outside of the sheds.
- 12. The use may operate for general activities between the hours of:

7 am to 5 pm seven days a week;

Shed clean out may only occur between the hours of;

7 am and 5 pm Monday to Friday;  
9 am and 5 pm Saturday; 10 am to 4 pm Sundays and public holidays without the further written consent of the Responsible Authority.

This excludes bird delivery and collection as this is done late at night to ease stress on the birds.

- 13. The use and development must be managed so that the amenity of the area is not detrimentally affected, through the:
  - a) transport of materials, goods or commodities to or from the land;
  - b) appearance of any building, works or materials;
  - c) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;
  - d) presence of vermin or otherwise;

In the event of any nuisance being caused to the neighbourhood by activities related to the use and development the Responsible Authority may direct, in writing, such actions or works, as deemed appropriate, to eliminate or mitigate such nuisance be undertaken.

**Environmental Health Conditions:**

- 14. Stormwater retention is designed for a 1 in 100 year storm event.

NA



15. A full complaint register must be implemented covering all aspects of complaints (noise, dust, odour, vermin, biosecurity, run-off, and must include the recording of complaints, action taken, corrective actions and follow up to ensure that management of the farm is operating within best practice at all times.

**Infrastructure Conditions:**

16. All vehicular access to the site must be from the entrance located on the Geelong-Bacchus Marsh Road, as specified by and to the satisfaction of Vicroads. No vehicular access to the site from Parwan South Road will be permitted without the prior written permission of the responsible authority.
17. All internal roads must be designed and constructed to the satisfaction of the responsible authority, to allow for the passage of all heavy vehicles accessing the site, so that:
- i. All vehicles are travelling in a forward direction when entering or leaving the site.
  - ii. All internal roads are constructed with an all-weather pavement of sufficient capacity to cater for all heavy vehicles accessing the site.
  - iii. The roads are to be graded to allow free drainage to open drains along each side of the roads.
18. Prior to the development commencing, an engineering plan showing the internal road layout, the location of the manager's residence, car parking layout, drainage, and details of access to the site must be submitted for the approval of the responsible authority. The plan must include all details and notes necessary to successfully undertake the works.
19. Prior to the development and use commencing, engineering drainage plans and computations must be submitted to the Responsible Authority for approval and shall incorporate the following:
- i. All buildings and impervious surfaces must be drained to the retention storage basin proposed in the application.
  - ii. Underground piped drainage for the whole development shall cater for 10% AEP storm.
  - iii. Overland 1% AEP flow path(s) for the development must be shown on layout plans and shall ensure that no property is subject to inundation by such a storm to the satisfaction of the Responsible Authority.
20. The storm water drainage system must be constructed in accordance with the approved plans, to the satisfaction of the responsible authority.
21. Storm water drainage from the proposed buildings and impervious surfaces must be retained and disposed within the boundaries of property to the satisfaction of the Responsible Authority. A legal point of discharge permit must be taken out prior to the construction of a stormwater drainage system.
22. Sediment discharges must be restricted from any construction activities within the property in accordance with relevant Guidelines including Construction Techniques for Sediment Control (EPA 1991).

nt

23. Unless otherwise approved by the Responsible Authority there must be no buildings, structures, or improvements located over proposed drainage pipes and easements on the property.
24. Any existing works affected by the development must be fully reinstated at no cost to and to the satisfaction of the Responsible Authority.
25. Prior to the use commencing, the car park areas must be constructed with an all-weather surface, -marking and drainage to the satisfaction of the responsible authority, and shall incorporate the following:
  - i. Parking bays and aisle widths of the car park shall comply with Australian Standard AS 2890.1:2004 Off-Street car parking. Disabled Parking bays shall comply with Australian Standard AS2890.1:2009 Off-Street Parking for People with Disabilities.
  - ii. Designated loading areas shall be shown on layout plans.
  - iii. The parking areas shall be provided with an all-weather surface and associated drainage.
  - iv. Kerbing of a minimum height of 150mm must be provided around parking areas.

26. The amenities/office building shall be provided with disabled access in accordance with the provisions of AS1428 – Design for Access and Mobility.

27. Deleted

28. Deleted

29. Deleted

30. Deleted

31. Deleted

MOORABOOL COUNCIL

**Environmental Protection Authority conditions:**

32. Noise emitted from the premises must not exceed the recommended levels as set out in Noise from Industry in Regional Victoria (NIRV; EPA Publication 1411, 2011) or as amended.
33. The applicant must install bunds and/or cut -off drains around the boundary of operational area to prevent contaminated run-off entering into a waterway.
34. A secondary containment system must be provided for liquids which if spilt are likely to cause pollution or pose an environmental hazard, in accordance with the EPA Publication 347 Bunding Guidelines 1992 or as amended.
35. Storage areas/pads for spent litter must be bunded and appropriately drained to onsite storages/tanks to prevent potentially contaminated water entering any surface water resources.
36. Storage area/pad for spent litter must be appropriately compacted with a permeability of 1 X 10<sup>-9</sup> m/s and bunded to prevent stormwater access.
37. Process chemicals and wastes must be stored in secure bunded areas in accordance with EPA Publication 347 Bunding Guidelines 1992 or as amended.

NA



38. Offensive odours must not be discharged beyond the boundaries of the premises.

**Southern Rural Water conditions:**

39. The proposed stormwater retention dam must be constructed in accordance with plans and specifications submitted.
40. The dam must be constructed in accordance with a "turkeys nest" design so as no natural surface water runoff can enter the dam.
41. The dam must be clay lined so as there is no possibility of intercepting and storing sub surface water.
42. All drains used to carry water to the dam must not capture natural catchment water.
43. The retention dam must only be filled from direct roof runoff.
44. The works must not interfere with any nearby waterway being a watercourse, drainage line or a natural channel with a regular flow.
45. On completion of the works SRW must be advised so as a site inspection can be undertaken.

**VicRoads conditions:**

46. The existing crossover at the northern side must be removed and reinstated to the satisfaction of VicRoads and the Responsible Authority.
47. The proposed new access at the southern side must provide access to the existing house as well as to the development site and the access must be constructed to the satisfaction of VicRoads.
48. Basic Right Turn (BAR) treatment must be provided at the proposed access on Geelong – Bacchus Marsh Road in accordance with AustRoads "Guide to Road Design Part 4A – Unsignalised & Signalised intersections".
49. Auxiliary Lane AUL (S) treatment must be provided at the proposed access on Geelong – Bacchus Marsh Road in accordance with AustRoads "Guide to Road Design Part 4A – Unsignalised & Signalised intersections".

**Melbourne Water condition:**

50. No polluted and / or sediment laden runoff is to be discharged directly or indirectly into Melbourne Water's drains or watercourses.

**Western Water conditions:**

51. Amended plans required showing the fans to be located on the western elevation so the air is moved away from the treatment plant.
52. An environmental management plan is required to specifically address the following:
- a) Moisture management of litter;
  - b) Feed quality and testing;
  - c) Measure water flow rates with an alarm;
  - d) process for handling dead birds (remove daily and freeze on site);
  - e) litter removal (directly from shed, shed shut down with ends closed during this period and covered trucks for pick up);

M

- f) Bund and vegetation screen;  
g) The proponent shall assess the operation of the first shed to verify the effectiveness of the EMP and implement corrective actions in the subsequent shed construction and operation in the event of noncompliance with EMP.
53. Prior to the use of the Broiler Farm a complaints management strategy is to be submitted to the Responsible Authority for approval. The approval may be subject to comments from EPA and Western Water.

**Expiry Condition:**

54. This permit will expire if one of the following circumstances applies:

- a) the development and the use is not started within two years of the date of this permit;  
b) the development is not completed within four years of the date of this permit.

Council may extend the periods referred to if a request is made in writing before the permit expires or in accordance with the timeframes as specified in Section 69 of the Planning and Environment Act 1987.

**Permit Notes:**

**Notes:**

Parwan South Road and Nerowie Road are NOT approved routes for the operation of B-Doubles. Any B-Double operating on these roads must obtain the appropriate permit from the relevant authority prior to any operation on these roads.

If further information is required in relation to Melbourne Water's permit conditions shown above, please contact Melbourne Water on telephone 9679 7517, quoting Melbourne Water's reference 223988.

Date Issued: **14 March, 2014**

Signature for the Responsible Authority:



**Robert Fillisch**

**THIS PERMIT HAS BEEN AMENDED AS FOLLOWS:**

Date permit amended: 23 June, 2014

**The permit was amended to show:**

- Pursuant to Section 72 of the Planning and Environment Act 1987 council amend the permit as follows:

Amend conditions 3 through to 14, 16 through to 26, Delete conditions 27 through to 31 and amend conditions 46 through to 49.

## 11.3 SOCIAL AND ORGANISATIONAL DEVELOPMENT

### 11.3.1 Instrument of Delegation from Council to Chief Executive Officer

#### Introduction

File No.: 02/06/002  
Author: John Whitfield  
General Manager: Danny Colgan

#### Background

In accordance with section 98(1) of the Local Government Act 1989 a Council may by instrument of delegation delegate to a member of its staff any power, duty or function of a Council under this Act or any other Act other than:

- (a) this power of delegation; and
- (b) the power to declare a rate or charge; and
- (c) the power to borrow money; and
- (d) the power to approve any expenditure not contained in a budget approved by Council; and
- (e) any power, duty or function of the Council under section 223; and
- (f) any prescribed power.

The Instrument of Delegation to the Chief Executive Officer empowers the Chief Executive Officer to exercise various powers of the Council, including the power to delegate powers to council officers (sub-delegation).

The advantage for a Council in conferring on its Chief Executive Officer the power of sub-delegation is that it need not concern itself with many of the details of Council administration, allowing the Chief Executive Officer to issue and revoke Instruments of Delegation at regular intervals without the need to resubmit the issue to Council.

The previous Instrument of Delegation given to the Chief Executive Officer was adopted by Council on 4 September 2013.

Section 98(6) of the Local Government Act 1989 requires that a Council must review within the period of 12 months after a general election all delegations which are in force and have been made by the Council.

#### Proposal

This updated Instrument of Delegation includes the following three amendments as highlighted in green on the Instrument contained in Attachment 10.3.1.

- 1) inclusion of a limitation on the Chief Executive Officer's (CEO) delegation that a CEO does not take an action or do an act or thing which is required by law to be done by Council resolution. This change is to clarify the position that where something is required to be done by Council resolution, the CEO will not be able to exercise that power, duty or function under the delegation.
- 2) addition of the word "act" in paragraph 5 of the Instrument.



- 3) as resolved by the Council at its February 2017 OMC, the inclusion of an item concerning the granting of permission to the media and the public to record Council meetings and Special Committee meetings subject to the terms and conditions of the Meeting Procedure Local Law No. 9 and that the Chief Executive Officer advise Councillors to whom consent to record meetings has been granted or refused.

Whilst these changes are not legislative amendments, it is recommended these changes to the Instrument of Delegation be made to improve clarity. It is now proposed under section 98(1) of the Local Government Act 1989 to place before Council the Instrument of Delegation which forms an attachment to this report for the approval and adoption by Council.

**Policy Implications**

The Council Plan 2017-2021 provides as follows:

- Strategic Objective 1:** Providing Good Governance and Leadership  
**Context 1C:** Our Business & Systems  
**Actions** Legislative and Regulatory

The proposal to grant by Instrument of Delegation from Council to its Chief Executive Officer is consistent with the Council Plan 2017-2021.

**Financial Implications**

There are no financial implications.

**Risk & Occupational Health & Safety Issues**

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Public Liability	Professional indemnity	High	Insurance cover for staff

**Communications Strategy**

On Wednesday 7 June 2017, Council discussed the Instrument of Delegation – Council to the Chief Executive Officer at an Assembly of Council prior to being presented to this Council meeting for its consideration.

**Victorian Charter of Human Rights and Responsibilities Act 2006**

In developing this report to Council the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.

### **Officer's Declaration of Conflict of Interests**

Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

*General Manager – Danny Colgan*

In providing this advice to Council as the General Manager, I have no interests to disclose in this report.

*Author – John Whitfield*

In providing this advice to Council as the Author, I have no interests to disclose in this report.

### **Conclusion**

In accordance with section 98(6) of the Local Government Act 1989 the Instrument of Delegation – Council to the Chief Executive Officer is placed before Council for its consideration. This Instrument grants delegated powers for and on behalf of Council to the Chief Executive Officer under section 98(1) of the Local Government Act 1989 as set out in the Instrument of Delegation.

It is recommended that Council approve and adopt the Instrument of Delegation to the Chief Executive Officer.

### **Recommendation:**

**In the exercise of the powers conferred by section 98(1) of the Local Government Act 1989 (the Act) and the other legislation referred to in the attached Instrument of Delegation, Council resolves that:**

- 1. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached Instrument of Delegation to the Chief Executive Officer, subject to the conditions and limitations specified in that Instrument.**
- 2. The Instrument of Delegation - Council to the Chief Executive Officer be signed under the common seal of the Council.**
- 3. The Instrument comes into force immediately the common seal of Council is affixed to the Instrument.**
- 4. On the coming into force of the Instrument all previous delegations to the Chief Executive Officer are revoked.**
- 5. The duties and functions set out in the Instrument must be performed, and the powers set out in the Instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**
- 6. It is noted that the Instrument includes a power of delegation to members of Council staff, in accordance with section 98(3) of the Act.**

**Report Authorisation**



**Authorised by:**

**Name:** Danny Colgan

**Title:** General Manager Social and Organisational Development

**Date:** Wednesday 14 June 2017



# Attachment - Item 11.3.1



**Moorabool Shire Council**

**Instrument of Delegation**

**to**

**The Chief Executive Officer**

## Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989 (the Act)* and all other powers enabling it, the Moorabool Shire Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on Wednesday 5 July 2017
2. the delegation
  - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - 2.2 is subject to any conditions and limitations set out in the Schedule;
  - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.4 remains in force until Council resolves to vary or revoke it.
3. The member of Council staff occupying the position or title of or acting in the position of Chief Executive Officer may delegate to a member of Council staff any of the powers (other than the power of delegation conferred by section 98(3) of the Act or any other powers not capable of sub-delegation) which this Instrument of Delegation delegates to him or her.

THE COMMON SEAL of the MOORABOOL SHIRE COUNCIL was affixed by the authority of the Council in the presence of –

..... Mayor

..... Councillor

..... Date

## SCHEDULE

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

### Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing:

4. if the issue, action, act or thing is an issue, action, act or thing which involves:
  - 4.1 awarding a contract exceeding the value of \$500,000;
  - 4.2 making a local law under Part 5 of the Act;
  - 4.3 approval of the Council Plan under s.125 of the Act;
  - 4.4 adoption of the Strategic Resource Plan under s.126 of the Act;
  - 4.5 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;
  - 4.6 adoption of the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
  - 4.7 determining pursuant to s.37 of the Act that an extraordinary vacancy on Council not be filled;
  - 4.8 exempting a member of a special committee who is not a Councillor from submitting a return under s.81 of the Act;
  - 4.9 appointment of councillor or community delegates or representatives to external organisations; or
  - 4.10 the return of the general valuation and any supplementary valuations; or
5. if the issue, action, act or thing is an issue, action, **act** or thing which is required by law to be done by Council resolution; or
6. **if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or**

7. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a:
  - 7.1 policy; or
  - 7.2 strategyadopted by Council; or
8. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
9. if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

Still further, the Chief Executive Officer has the following delegations:

10. Full details of any contract awarded exceeding \$100,000.00 are to be reported to Council within 14 days of the contract being awarded through the Councillor Information Bulletin.
11. The authority to reply to requests by the media and the public to record Council meetings and Special Committee meetings subject to the terms and conditions of the Meeting Procedure Local Law No. 9 and that the Chief Executive Officer advise Councillors to whom consent to record meetings has been granted or refused.

### 11.3.2 Instrument of Delegation – Council to Members of Council Staff

#### Introduction

File No.: 02/06/002  
Author: John Whitfield  
General Manager: Danny Colgan

#### Background

In accordance with section 98(6) of the Local Government Act 1989 (LGA), a Council must review, within the period of 12 months after a general election, all delegations which are in force and have been made by the Council.

Councils have wide-ranging responsibilities, and have been given many powers, duties and functions under different pieces of legislation. It would be impossible for a council to exercise all of these powers, duties and functions itself because it would need to pass a council resolution each time it wished to act. For day to day operations, councils need others to make decisions and act on their behalf.

Delegating a council's powers, duties and functions is essential to fulfilling the responsibilities of local government. When a council delegates a power, duty or function to a member of staff or to a committee ("the delegate"), the decision of the delegate is deemed to be a decision of the council.

As well as required by legislation to review delegations within 12 months of a general election, councils should review and update their delegations when:

- there are changes to the structure of a council and position titles change; and
- when there are changes to the relevant legislation.

Finally, councils may also be the subject of legal scrutiny in tribunals and courts. It is important that the person who made a decision had the power to do so on behalf of the council.

The specific acts and regulations in this Instrument of Delegation give councils the ability to delegate their powers, duties and functions to staff. However, unlike section 98 of the LGA, these other Acts do not provide an express power of sub-delegation, and so there is a presumption that they may not be sub-delegated.

Therefore, the power of delegation contained in these other Acts may only be delegated directly by councils to members of staff (as opposed from a Council to its CEO, and then from its CEO to staff).

For this reason, this Instrument of Delegation from Council to Members of Council Staff exists separately from the Instrument of Delegation from Council to the Chief Executive Officer (from which the CEO can sub-delegate to staff).

## Proposal

Through the Delegations and Authorisations Service provided to Council by its Lawyers, two updates are received on a yearly basis which affects Councils' powers, functions and duties.

The proposed Instrument of Delegation from Council to Members of Council Staff incorporates updates to relevant legislation since the last Instrument was adopted in 2013. It also incorporates changes made to the structure of the council and position titles that took place in April this year. Updating this Instrument ensures that staff are properly informed of their legislative responsibilities.

The attached Instrument of Delegation (contained in Attachment 10.3.2) being presented to Council for adoption displays all amendments since 2013 in green highlight and any items to be removed due to changes in legislation shown as crossed out. Where there is the title of an Act in green highlight this means the whole Act is new. Where there is green within an Act in the instrument means this is either a new provision or a change to the Act in terms of the numbering with the sections of the Act etc.

The Instrument of Delegation is granted to the positions of members of Council staff rather than to the individual staff members. This means that the delegation will still apply to the incumbent of the position should there be a change in personnel. It is imperative that Council staff have the correct Instrument of Delegation for dealing with matters under the various Acts and Regulations of Parliament.

## Consideration

On Wednesday 7 June 2017, Council discussed the Instrument of Delegation – Council to Members of Council Staff at an Assembly of Council prior to being presented to this Council meeting for resolution.

In accordance with section 98(6) of the Local Government Act 1989 the Instrument of Delegation – Council to Members of Council Staff is placed before Council for its consideration. The Instrument delegates to members of its staff any power, duty or function of the Council under the various Acts and Regulations.

## Policy Implications

The Council Plan 2017-2021 provides as follows:

**Strategic Objective 1:** Providing Good Governance and Leadership

**Context 1C:** Our Business & Systems

**Actions** Legislative and Regulatory

The proposal to grant by Instrument of Delegation from Council to members of Council staff is consistent with the Council Plan 2017-2021.

## Financial Implications

There are no financial implications to Council in preparing this report.



### **Risk & Occupational Health & Safety Issues**

<b>Risk Identifier</b>	<b>Detail of Risk</b>	<b>Risk Rating</b>	<b>Control/s</b>
Public Liability	Professional indemnity	High	Insurance cover for staff

### **Communications Strategy**

During the course of the preparation of the Instrument of Delegation from Council to Members of Council Staff, all relevant Council departmental managers were involved in reviewing the relevant Acts of Parliament obligations associated with their daily tasks and submitted for inclusion into the Instrument of Delegation document.

On Wednesday 7 June 2017, Council discussed the Instrument of Delegation from Council to Members of Council Staff at an Assembly of Council prior to being presented to this Council meeting for its consideration.

### **Victorian Charter of Human Rights and Responsibilities Act 2006**

In developing this report to Council the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.

### **Officer's Declaration of Conflict of Interests**

Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

*General Manager – Danny Colgan*

In providing this advice to Council as the Author, I have no interests to disclose in this report.

*Author – John Whitfield*

In providing this advice to Council as the Author, I have no interests to disclose in this report.

### **Conclusion**

In accordance with section 98(6) of the Local Government Act 1989 the Instrument of Delegation from Council to Members of Council Staff is placed before Council for its consideration. This Instrument grants delegated powers, duties and functions for and on behalf of Council under various Acts and Regulations of Parliament.

It is recommended that Council approve and adopt the Instrument of Delegation to Members of Council Staff.

**Recommendation:**

In the exercise of the powers conferred by section 98(1) of the Local Government Act 1989 (the Act) and the other legislation referred to in the attached Instrument of Delegation, Council resolves that:

1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to Members of Council Staff, the powers, duties and functions set out in that Instrument, subject to the conditions and limitations specified in that Instrument.
2. The Instrument of Delegation - Council to Members of Council Staff be signed under the common seal of the Council.
3. The Instrument comes into force immediately the common seal of the Council is affixed to the Instrument.
4. On the coming into force of the Instrument, all previous delegations to members of Council Staff (other than the Chief Executive Officer) are revoked.
5. The duties and functions set out in the Instrument must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

---

**Report Authorisation****Authorised by:****Name:** Danny Colgan**Title:** General Manager Social and Organisational Development**Date:** Wednesday 14 June 2017

# Attachment - Item 11.3.2



**Moorabool Shire Council**

**Instrument of Delegation**

**to**

**Members of Council Staff**

## Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act* 1989 and the other legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;

2. record that references in the Schedule are as follows:

CCHS	means	Coordinator Community Health and Safety
CEO	means	Chief Executive Officer
CEP	means	Coordinator Environmental Planning
CFO	means	Chief Financial Officer
CSO	means	Community Safety Officer
CSP	means	Coordinator Statutory Planning
CSTP	means	Coordinator Strategic Planning
EHO	means	Environmental Health Officer
CG	means	Coordinator Governance
GMGD	means	General Manager Growth and Development
GMI	means	General Manager Infrastructure
GMSOD	means	General Manager Social and Organisational Development
MAM	means	Manager Asset Management
MES	means	Manager Engineering Services
MGOD	means	Manager Governance and Organisational Development
MO	means	Manager Operations
MSPCS	means	Manager Statutory Planning and Community Safety
MSPD	means	Manager Strategic Planning and Development
SCSO	means	Senior Community Safety Officer
SEHO	means	Senior Environmental Health Officer
SP	means	Statutory Planner
SSP	means	Senior Statutory Planner
SSTP	means	Senior Strategic Planner

declares that:

2.1 this Instrument of Delegation is authorised by a Resolution of Council passed on Wednesday Wednesday 5 July 2017.

2.2 the delegation:

2.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;

2.2.2 remains in force until varied or revoked;

2.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and

2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

2.3 the delegate must not determine the issue, take the action or do the act or thing:

- 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
- 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
  - (a) policy; or
  - (b) strategy
 adopted by Council; or
- 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
- 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

THE COMMON SEAL OF THE )  
 MOORABOOL SHIRE COUNCIL )  
 was affixed by authority of the Council )  
 in the presence of: )

.....  
 Mayor/Councillor

.....  
 Chief Executive Officer

Date: .....

# SCHEDULE

## INDEX

CEMETERIES AND CREMATORIA ACT 2003 .....	1
DOMESTIC ANIMALS ACT 1994.....	15
ENVIRONMENT PROTECTION ACT 1970.....	16
FOOD ACT 1984.....	17
HERITAGE ACT 1995.....	24
PLANNING AND ENVIRONMENT ACT 1987.....	25
<b>RAIL SAFETY (LOCAL OPERATIONS) ACT 2006</b> .....	54
RESIDENTIAL TENANCIES ACT 1997 .....	56
ROAD MANAGEMENT ACT 2004 .....	58
CEMETERIES AND CREMATORIA REGULATIONS 2005 .....	68
<del>PLANNING AND ENVIRONMENT REGULATIONS 2005</del> .....	76
<b>PLANNING AND ENVIRONMENT REGULATIONS 2015</b> .....	77
<b>PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016</b> .....	78
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010 .....	79
<del>ROAD MANAGEMENT (GENERAL) REGULATIONS 2005</del> .....	82
<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b> .....	84
<del>ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2005</del> .....	86
<b>ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015</b> .....	86



**CEMETERIES AND CREMATORIA ACT 2003**

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.8(1)(a)(ii)	power to manage one or more public cemeteries	GMSOD, MGOD, CG	
s.12(1)	function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	Not applicable	where council is a Class B cemetery trust
s.12(2)	duty to have regard to the matters set out in paragraphs (a)-(c) in exercising its functions	Not applicable	where council is a Class B cemetery trust
s.12A(1)	function to do the activities set out in paragraphs (a) – (n)	Not applicable	where council is a Class A cemetery trust
s.12A(2)	duty to have regard to matters set out in paragraphs (a)-(e) in exercising its functions	Not applicable	where council is a Class A cemetery trust
s.13	duty to do anything necessary or convenient to enable it to carry out its functions	GMSOD, MGOD, CG	
s.14	power to manage multiple public cemeteries as if they are one cemetery	GMSOD, MGOD, CG	
s.15(1) and (2)	power to delegate powers or functions other than those listed	GMSOD, MGOD, CG	
s.15(4)	duty to keep records of delegations	GMSOD, MGOD, CG	
s.17(1)	power to employ any persons necessary	GMSOD, MGOD, CG	
s.17(2)	power to engage any professional, technical or other assistance considered necessary	GMSOD, MGOD, CG	
s. 17(3)	power to determine the terms and conditions of employment or engagement	GMSOD, MGOD, CG	subject to any guidelines or directions of the Secretary

**CEMETERIES AND CREMATORIA ACT 2003**

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.18(3)	duty to comply with a direction from the Secretary	GMSOD, MGOD, CG	
s.18B(1) & (2)	duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time	Not applicable	where council is a Class A cemetery trust
s.18C	power to determine the membership of the governance committee	Not applicable	where council is a Class A cemetery trust
s.18D	power to determine procedure of governance committee	Not applicable	where council is a Class A cemetery trust
s.18D(1)(a)	duty to appoint community advisory committee for the purpose of liaising with communities	Not applicable	where council is a Class A cemetery trust
s.18D(1)(b)	power to appoint any additional community advisory committees	Not applicable	where council is a Class A cemetery trust
s.18D(2)	duty to establish a community advisory committee under section 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	Not applicable	where council is a Class A cemetery trust
s.18D(3)	duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the <i>Financial Management Act 1994</i>	Not applicable	where council is a Class A cemetery trust
s.18F(2)	duty to give preference to a person who is not a funeral director of a stonemason (or a similar position) when appointing a person to a community advisory committee	Not applicable	where council is a Class A cemetery trust
s.18H(1)	duty to hold an annual meeting before 30 December in each calendar year, in accordance with section	Not applicable	where council is a Class A cemetery trust

<b>CEMETERIES AND CREMATATORIA ACT 2003</b>			
The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.18I	duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting	Not applicable	where council is a Class A cemetery trust
s.18J	duty to provide leadership, assistance and advice in relation to operational and governance matters relating to cemeteries (including the matters set out in section 18J(2))	Not applicable	where council is a Class A cemetery trust
s.18L(1)	duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust	Not applicable	where council is a Class A cemetery trust
s.18N(1)	duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d)	Not applicable	where council is a Class A cemetery trust
s.18N(3)	duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval	Not applicable	where council is a Class A cemetery trust
s.18N(5)	duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months	Not applicable	where council is a Class A cemetery trust
s.18N(7)	duty to ensure that an approved annual plan is available to members of the public on request	Not applicable	where council is a Class A cemetery trust
s.18O(1)	duty to prepare a strategic plan and submit the plan to the Secretary for approval	Not applicable	where council is a Class A cemetery trust
s.18O(4)	duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan	Not applicable	where council is a Class A cemetery trust

### CEMETERIES AND CREMATORIA ACT 2003

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.18O(5)	duty to ensure that an approved strategic plan is available to members of the public on request	Not applicable	where council is a Class A cemetery trust
s.18Q(1)	duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year.	Not applicable	where council is a Class A cemetery trust
s.19	power to carry out or permit the carrying out of works	GMSOD, MGOD, CG	
s.20(1)	duty to set aside areas for the interment of human remains	GMSOD, MGOD, CG	
s.20(2)	power to set aside areas for the purposes of managing a public cemetery	GMSOD, MGOD, CG	
s.20(3)	power to set aside areas for those things in paragraphs (a) – (e)	GMSOD, MGOD, CG	
s.24(2)	power to apply to the Secretary for approval to alter the existing distribution of land	GMSOD, MGOD, CG	
s.36	power to grant licences to enter and use part of the land or building in a public cemetery in accordance with this section	GMSOD, MGOD, CG	<ul style="list-style-type: none"> <li>subject to the approval of the Minister</li> </ul>
s.37	power to grant leases over land in a public cemetery in accordance with this section	GMSOD, MGOD, CG	<ul style="list-style-type: none"> <li>subject to the Minister approving the purpose</li> </ul>
s.39(1)	power to fix fees and charges or a scale of fees and charges for its services in accordance with this section		subject to the approval of the Secretary under section 40 unless exempt under section 40A
s.39(3)	power to fix different fees and charges for different cases or classes of cases		

**CEMETERIES AND CREMATATORIA ACT 2003**

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.40	duty to notify Secretary of fees and charges fixed under section 39	GMSOD, MGOD, CG	
s.45	power to invest money		subject to any direction of the Minister This provision does not apply if the management of the public cemetery is a municipal council, not a cemetery trust. In this case, the borrowing & investment powers are governed by the Local Government Act 1989.
s.46	power to borrow money to enable it to perform its functions and exercise its powers		subject to the approval and conditions of the Treasurer This provision does not apply if the management of the public cemetery is a municipal council, not a cemetery trust. In this case, the borrowing & investment powers are governed by the Local Government Act 1989.
s.47	power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	GMSOD, MGOD, CG	provided the street was constructed pursuant to the Local Government Act 1989
s.57(1)	duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	GMSOD, MGOD, CG	report must contain the particulars listed in s.57(2)
s.59	duty to keep records for each public cemetery	GMSOD, MGOD, CG	
s.60(1)	duty to make information in records available to the public for historical or research purposes	GMSOD, MGOD, CG	
s.60(2)	power to charge fees for providing information	GMSOD, MGOD, CG	

**CEMETERIES AND CREMATATORIA ACT 2003**

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.64(4)	duty to comply with a direction from the Secretary under section 64(3)	GMSOD, MGOD, CG	
s.64B(d)	power to permit interments at a reopened cemetery	GMSOD, MGOD, CG	
s.66(1)	power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	GMSOD, MGOD, CG	the application must include the requirements listed in s.66(2)(a)–(d)
s.69	duty to take reasonable steps to notify of conversion to historic cemetery park	GMSOD, MGOD, CG	
s.70(1)	duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	GMSOD, MGOD, CG	
s.70(2)	duty to make plans of existing place of interment available to the public	GMSOD, MGOD, CG	
s.71(1)	power to remove any memorials or other structures in an area to which an approval to convert applies	GMSOD, MGOD, CG	
s.71(2)	power to dispose of any memorial or other structure removed	GMSOD, MGOD, CG	
s.72(2)	duty to comply with request received under section 72	GMSOD, MGOD, CG	
s.73(1)	power to grant a right of interment	GMSOD, MGOD, CG	
s.73(2)	power to impose conditions on the right of interment	GMSOD, MGOD, CG	
s.75	power to grant the rights of interment set out in subsections (a) and (b)	GMSOD, MGOD, CG	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.76(3)	duty to allocate a piece of interment if an unallocated right is granted	GMSOD, MGOD, CG	
s.77(4)	power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	GMSOD, MGOD, CG	
s.80(1)	function of receiving notification and payment of transfer of right of interment	GMSOD, MGOD, CG	
<del>s.80(2)</del>	<del>function of recording transfer of right of interment</del>		
s.82(2)	duty to pay refund on the surrender of an unexercised right of interment	GMSOD, MGOD, CG	
s.83(2)	duty to pay refund on the surrender of an unexercised right of interment (sole holder)	GMSOD, MGOD, CG	
s.83(3)	power to remove any memorial and grant another right of interment for a surrendered right of interment	GMSOD, MGOD, CG	
s.84(1)	function of receiving notice of surrendering an entitlement to a right of interment	GMSOD, MGOD, CG	
s.85(1)	duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	GMSOD, MGOD, CG	the notice must be in writing and contain the requirements listed in s.85(2)
<b>s.85(2)(b)</b>	<b>duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry</b>	GMSOD, MGOD, CG	does not apply where right of interment relates to remains of a deceased veteran.



**CEMETERIES AND CREMATATORIA ACT 2003**

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.86(2)(c)	power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or; remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location.	GMSOD, MGOD, CG	may only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment
s.86	power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	GMSOD, MGOD, CG	
s.86(2)	power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	GMSOD, MGOD, CG	
s.86(3)(a)	power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	GMSOD, MGOD, CG	
s.86(3)(b)	power to remove interred cremated human remains and take further action in accordance with s.86(3)(b)	GMSOD, MGOD, CG	
s.86(4)	power to take action under s.86(4) relating to removing and re-intering cremated human remains	GMSOD, MGOD, CG	
s.86(5)	duty to provide notification before taking action under s.86(4)	GMSOD, MGOD, CG	
s.86A	duty to maintain place of interment and any memorial at place of interment, if action taken under s.86(3)	GMSOD, MGOD, CG	



### CEMETERIES AND CREMATORIA ACT 2003

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.87(3)	duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	GMSOD, MGOD, CG	
s.88	function to receive applications to carry out a lift and re-position procedure at a place of interment	GMSOD, MGOD, CG	
<del>s.89(1)</del>	<del>power to approve or refuse an application for a lift and re-position procedure in accordance with subsection (2) &amp; (3)</del>	GMCS	<del>can only be delegated to members of a committee established under section 86 of the Local Government Act 1989</del>
<del>s.90</del>	<del>power to authorise a person without an exhumation licence to carry out a lift and re-position procedure as set out in section 90(1)(a)-(d)</del>	GMCS	<del>can only be delegated to members of a committee established under section 86 of the Local Government Act 1989</del>
s.91(1)	power to cancel a right of interment in accordance with this section	GMSOD, MGOD, CG	
s.91(3)	duty to publish notice of intention to cancel right of interment	GMSOD, MGOD, CG	
s.92	power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	GMSOD, MGOD, CG	
s.98(1)	function of receiving application to establish or alter a memorial or a place of interment	GMSOD, MGOD, CG	
s.99	power to approve or refuse an application made under section 98, or to cancel an approval	GMSOD, MGOD, CG	
s.99(4)	duty to make a decision on an application under section 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	GMSOD, MGOD, CG	

**CEMETERIES AND CREMATATORIA ACT 2003**

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.100(1)	power to require a person to remove memorials or places of interment	GMSOD, MGOD, CG	
s.100(2)	power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with section 100(1)	GMSOD, MGOD, CG	
s.100(3)	power to recover costs of taking action under section 100(2)	GMSOD, MGOD, CG	
s.101	function of receiving applications to establish or alter a building for ceremonies in the cemetery	GMSOD, MGOD, CG	
s.102(1)	power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)	GMSOD, MGOD, CG	
s.102(2) & (3)	power to set terms and conditions in respect of, or to cancel, an approval granted under section 102(1)	GMSOD, MGOD, CG	
s.103(1)	power to require a person to remove a building for ceremonies	GMSOD, MGOD, CG	
s.103(2)	power to remove and dispose of a building for ceremonies or remedy the failure to comply with section 103(1)	GMSOD, MGOD, CG	
s.103(3)	power to recover costs of taking action under section 103(2)	GMSOD, MGOD, CG	
s.106(1)	power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	GMSOD, MGOD, CG	

**CEMETERIES AND CREMATATORIA ACT 2003**

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.106(2)	power to require the holder of the right of interment to provide for an examination	GMSOD, MGOD, CG	
s.106(3)	power to open and examine the place of interment if section 106(2) not complied with	GMSOD, MGOD, CG	
s.106(4)	power to repair or – with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under section 106(1) is not complied with	GMSOD, MGOD, CG	
s.107(1)	power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	GMSOD, MGOD, CG	
s.107(2)	power to repair or take down, remove and dispose any building for ceremonies if notice under section 107(1) is not complied with	GMSOD, MGOD, CG	
s.108	power to recover costs and expenses	GMSOD, MGOD, CG	
s.109(1)(a)	power to open, examine and repair a place of interment	GMSOD, MGOD, CG	where the holder of right of interment or responsible person cannot be found
s.109(1)(b)	power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	GMSOD, MGOD, CG	where the holder of right of interment or responsible person cannot be found
s.109(2)	power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	GMSOD, MGOD, CG	where the holder of right of interment or responsible person cannot be found

### CEMETERIES AND CREMATATORIA ACT 2003

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.110(1)	power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder. with consent of the Secretary	GMSOD, MGOD, CG	
s.110(2)	power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	GMSOD, MGOD, CG	
s. 110A	power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	GMSOD, MGOD, CG	
s.111	power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	GMSOD, MGOD, CG	
s.112	power to sell and supply memorials	GMSOD, MGOD, CG	
s.116(4)	duty to notify the Secretary of an interment authorisation granted	GMSOD, MGOD, CG	
s.116(5)	power to require an applicant to produce evidence of the right of interment holder's consent to application	GMSOD, MGOD, CG	
s.118	power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	GMSOD, MGOD, CG	
s.119	power to set terms and conditions for interment authorisations	GMSOD, MGOD, CG	
s.131	function of receiving an application for cremation authorisation	GMSOD, MGOD, CG	

**CEMETERIES AND CREMATORIA ACT 2003**

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.133(1)	duty not to grant a cremation authorisation unless satisfied that requirements of section 133 have been complied with	GMSOD, MGOD, CG	Subject to subsection (2)
s.145	duty to comply with an order made by the Magistrates' Court or a coroner	GMSOD, MGOD, CG	
s.146	power to dispose of bodily remains by a method other than interment or cremation	GMSOD, MGOD, CG	subject to the approval of the Secretary
s.147	power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	GMSOD, MGOD, CG	
s.149	duty to cease using method of disposal if approval revoked by the Secretary	GMSOD, MGOD, CG	
s.150 & 152(1)	power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	GMSOD, MGOD, CG	
s.151	function of receiving applications to inter or cremate body parts	GMSOD, MGOD, CG	
s.152(2)	power to impose terms and conditions on authorisation granted under section 150.	GMSOD, MGOD, CG	
Schedule 1 clause 8(3)	power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	GMSOD, MGOD, CG	
Schedule 1 clause 8(8)	power to regulate own proceedings	GMSOD, MGOD, CG	subject to clause 8

**CEMETERIES AND CREMATATORIA ACT 2003**

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 1A clause 8(3)	power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	GMSOD, MGOD, CG	where council is a Class A cemetery trust
Schedule 1A clause 8(8)	power to regulate own proceedings	GMSOD, MGOD, CG	where council is a Class A cemetery trust subject to clause 8

<b>DOMESTIC ANIMALS ACT 1994</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
s.41A(1)	power to declare a dog to be a menacing dog	GMD, MSPCS, CCHS, SCSO, CSO	Council may delegate this power to an authorised officer

<b>ENVIRONMENT PROTECTION ACT 1970</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.53M(3)	power to require further information	CCHS, SEHO, EHO	
s.53M(4)	duty to advise applicant that application is not to be dealt with	CCHS, SEHO, EHO	
s.53M(5)	duty to approve plans, issue permit or refuse permit	CCHS, SEHO, EHO	refusal must be ratified by council or it is of no effect
s.53M(6)	power to refuse to issue septic tank permit	CCHS, SEHO, EHO	refusal must be ratified by council or it is of no effect
s.53M(7)	duty to refuse to issue a permit in circumstances in (a)-(c)	CCHS, SEHO, EHO	refusal must be ratified by council or it is of no effect



<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	CCHS, SEHO, EHO	If section 19(1) applies
s.19(2)(b)	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	CCHS, SEHO, EHO	If section 19(1) applies
s.19(4)(a)	power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	CCHS, SEHO, EHO	If section 19(1) applies
s.19(4)(b)	<del>duty to notify the Department of the making of the order</del>		<del>if section 19(1) applies</del>
s.19(4)(c)	<del>duty to notify the registration authority of the making of the order and any appeal and the outcome of the appeal</del>		<del>if section 19(1) applies and if council is not the registration authority</del>
s.19(6)(a)	duty to revoke any order under section 19 if satisfied that an order has been complied with	CCHS, SEHO, EHO	If section 19(1) applies
s.19(6)(b)	duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	CCHS, SEHO, EHO	If section 19(1) applies
s.19AA(2)	power to direct, by written order, that a person must take any of the actions described in (a)-(c).	CCHS, SEHO, EHO	where council is the registration authority
s.19AA(4)(c)	power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	CCHS, SEHO, EHO	Note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s.19AA(7)	duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with	CCHS, SEHO, EHO	where council is the registration authority

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.19A(4)(b)	function of receiving notice from authorised officer		where council is the registration authority
s.19BA(3)	duty to give notice of the variation or revocation of the order to the general public in the same manner as the original notice		must be done by the same person as gave the original notice
s.19CB(4)(b)	power to request copy of records	CCHS, SEHO, EHO	where council is the registration authority
s.19E(1)(d)	power to request a copy of the food safety program	CCHS, SEHO, EHO	where council is the registration authority
s.19EA(3)	function of receiving a copy of any significant revision made to the food safety program		where council is the registration authority
s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	CCHS, SEHO, EHO	where council is the registration authority
s.19H(5)(a) & (5)(b)	duty to take into account (a) the food safety performance of the food business; and (b) any guidelines issued by the Secretary in determining the frequency and intervals of the assessments and audits		where council is the registration authority
s.19I	duty to conduct a food safety assessment as required under section 19H		Subject to section 19J where council is the registration authority
s.19IA(2)	duty to give written notice to proprietor if food safety requirements of section 19DC(2) have not been complied with unless subsection (3) applies.		where council is the registration authority
s.19M(4)(a) & (5)	power to conduct a food safety audit and take actions where deficiencies are identified	CCHS, SEHO, EHO	where council is the registration authority
s.19N	function of receiving information from a food safety auditor		where council is the registration authority

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.19NA(1)	power to request food safety audit reports	CCHS, SEHO, EHO	where council is the registration authority
s.19U(3)	power to waive and vary the costs of a food safety audit if there are special circumstances	CCHS, SEHO, EHO	
<del>s.19U(4)</del>	<del>duty to ensure that information relating to costs of a food safety audit are available for inspection by the public</del>		
s.19UA	power to charge fees for conducting a food safety assessment or inspection	CCHS, SEHO, EHO	except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.
<del>s.19UA(4)</del>	<del>duty to consider proprietor's history of compliance in deciding whether to charge the fee</del>		
<del>s.19UA(5)</del>	<del>duty to ensure that the method of determining a fee under subsection (3)(a) and the considerations that apply under subsection (4) are available for inspection by the public</del>		
s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	CCHS, SEHO, EHO	where council is the registration authority
s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	CCHS, SEHO, EHO	where council is the registration authority
s.19W(3)(b)	power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	CCHS, SEHO, EHO	where council is the registration authority
---	power to register, renew or transfer registration	CCHS, SEHO, EHO	where council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see section 58A(2))

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.35A(2)	function of receiving notice of operation from the proprietor of a food premises		where council is the registration authority
s.37	function of receiving application, information and documents required under section 36 from the proprietor of a food business		
s.38(3)	duty to consult with the Secretary about the proposed exemption under section 38(2)		
s.38AA(2)	function of being notified of operation		where council is the registration authority
s.38AA(4)	duty to determine whether the food premises are exempt from the requirement of registration		where council is the registration authority
s.38AA(5)	power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	CCHS, SEHO, EHO	where council is the registration authority
s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1)	CCHS, SEHO, EHO	where council is the registration authority
s.38A(4)	power to request a copy of a completed food safety program template	CCHS, SEHO, EHO	where council is the registration authority
s.38A(5) & (6)	function of receiving a food safety audit certificate from a proprietor		where council is the registration authority
s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	CCHS, SEHO, EHO	where council is the registration authority
s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	CCHS, SEHO, EHO	where council is the registration authority
s.38B(1)(c)	duty to inspect premises		where council is the registration authority

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	CCHS, SEHO, EHO	where council is the registration authority
s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	CCHS, SEHO, EHO	where council is the registration authority
s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	CCHS, SEHO, EHO	where council is the registration authority
s.38D(3)	power to request copies of any audit reports	CCHS, SEHO, EHO	where council is the registration authority
s.38E(1)(e)	function of assessing the requirement for a food safety program		where council is the registration authority
s.38E(2)	power to register the food premises on a conditional basis	CCHS, SEHO, EHO	where council is the registration authority; not exceeding the prescribed time limit defined under subsection (5).
s.38E(3)(a)	function of receiving certificates		where council is the registration authority
s.38E(4)	duty to register the food premises when conditions are satisfied	CCHS, SEHO, EHO	where council is the registration authority
s.38F(3)(a)	duty to note the change to the classification of the food premises on the certificate of registration		where council is the registration authority
s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	CCHS, SEHO, EHO	where council is the registration authority
s.39(2)	duty to inspect within 12 months before renewal of registration		where council is the registration authority

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.39(3)	duty to inspect within 3 months before renewal of registration if circumstances in section 39(3)(a)-(e) apply		where council is the registration authority
s.39A	power to register, renew or transfer food premises despite minor defects	CCHS, SEHO, EHO	where council is the registration authority only if satisfied of matters in subsections (2)(a)-(c)
s.39A(6)	duty to comply with direction of Secretary.		
s.40(1)	duty to issue a certificate of registration in the prescribed form		where council is the registration authority
s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	CCHS, SEHO, EHO	
s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	CCHS, SEHO, EHO	where council is the registration authority
s.40D(1)	power to suspend or revoke the registration of food premises	CCHS, SEHO, EHO	where council is the registration authority
s.40D(2)	duty to specify how long a suspension is to last under s.40D(1)		where council is the registration authority
s.40E(4)	duty to comply with direction of Secretary		
s.43(1) and (2)	duty to maintain records of the prescribed particulars and orders in force under Part III		where council is the registration authority
s.43(3)	duty to make available information held in records, free of charge, on request		where council is the registration authority
s.43F(6)	duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	CCHS, SEHO, EHO	where council is the registration authority

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.43F(7)	power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	CCHS, SEHO, EHO	where council is the registration authority
<del>s.43I</del>	<del>function of receiving a statement of trade of a proprietor of a food business</del>	<del>CCHS, SEHO, EHO</del>	
s.46(5)	power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	CCHS, SEHO, EHO	where council is the registration authority

**HERITAGE ACT 1995**

Column 1	Column 2	Column 3	Column 4
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.84(2)	power to sub-delegate Executive Director's functions	Not delegated	must obtain Executive Director's written consent first.



**PLANNING AND ENVIRONMENT ACT 1987**

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.4B	power to prepare an amendment to the Victoria Planning Provisions	GMD, MSPCS, MSPD	if authorised by the Minister
s.4G	function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	GMD, MSPCS, MSPD	
s.4H	duty to make amendment to Victoria Planning Provisions available	GMD, MSPCS, MSPD, CSTP	
s.4I	duty to keep Victoria Planning Provisions and other documents available	GMD, MSPCS, MSPD, SSTP, CSTP	
s.8A(2)	power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	GMD, MSPCS, MSPD, SSTP, CSTP	
s. 8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	GMD, MSPCS, MSPD, SSTP, CSTP	
s.8A(5)	function of receiving notice of the Minister's decision	GMD, MSPCS, MSPD, SSTP, CSTP	
s.8A(7)	power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	GMD, MSPCS, MSPD	
s.8B(2)	power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	GMD, MSPCS, MSPD	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.11(3)(b)	duty to submit amendment to planning scheme to Minister for approval if the Minister withdraws authorisation		
s.12(3)	power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	GMGD, MSPCS, MSPD	
s.12A(1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under section 19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> )	GMGD, MSPCS, MSPD	
s.12B(1)	duty to review planning scheme	GMGD, MSPCS, MSPD	
s.12B(2)	duty to review planning scheme at direction of Minister	GMGD, MSPCS, MSPD	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	GMGD, MSPCS, MSPD	
s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	GMGD, MSPCS, MSPD	
s.17(1)	duty of giving copy amendment to the planning scheme	GMGD, MSPCS, MSPD, SSTD, CSTP	
s.17(2)	duty of giving copy s.173 agreement	GMGD, MSPCS, MSPD	
s.17(3)	duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	GMGD, MSPCS, MSPD	

**PLANNING AND ENVIRONMENT ACT 1987**

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.18	duty to make amendment etc. available	GMGD, MSPCS, MSPD, SSTP, CSTP	
s.19	power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme	GMGD, MSPCS, MSPD	
<b>s.19</b>	<b>function of receiving notice of preparation of an amendment to a planning scheme</b>	<b>GMGD, MSPCS, MSPD</b>	<b>where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.</b>
s.20(1)	power to apply to Minister for exemption from the requirements of section 19	GMGD, MSPCS, MSPD	
s.21(2)	duty to make submissions available	GMGD, MSPCS, MSPD, SSTP, CSTP	
s.21A(4)	duty to publish notice in accordance with section	GMGD, MSPCS, MSPD	
s.22	duty to consider all submissions	GMGD, MSPCS, MSPD	
<b>s.23(1)(b)</b>	<b>duty to refer submissions which request a change to the amendment to a panel</b>	<b>GMGD, MSPCS, MSPD</b>	
s.23(2)	power to refer to a panel submissions which do not require a change to the amendment	GMGD, MSPCS, MSPD	

**PLANNING AND ENVIRONMENT ACT 1987**

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D)	GMGD, MSPCS, MSPD, SSTP, CSTP	
s.26(1)	power to make report available for inspection	GMGD, MSPCS, MSPD, SSTP, CSTP	
s.26(2)	duty to keep report of panel available for inspection	GMGD, MSPCS, MSPD, SSTP, CSTP	
s.27(2)	power to apply for exemption if panel's report not received	GMGD, MSPCS, MSPD	
s.28	duty to notify the Minister if abandoning an amendment	Not delegated	Note: the power to make a decision to abandon an amendment cannot be delegated
s.30(4)(a)	duty to say if amendment has lapsed	GMGD, MSPCS, MSPD	
s.30(4)(b)	duty to provide information in writing upon request	GMGD, MSPCS, MSPD, SSTP	
s.34	<del>duty to submit adopted amendment to Minister and, if applicable, details under section 19(1B)</del>		
s.32(2)	duty to give more notice if required	GMGD, MSPCS, MSPD, SSTP, CSTP	
s.33(1)	duty to give more notice of changes to an amendment	GMGD, MSPCS, MSPD, SSTP, CSTP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.35A(2)	duty to no approve an amendment under section 35B unless the amendment has been certified by the Secretary		
s.35B(1)	power to approve amendment in form certified under section 35A		
s.35B(2)	duty to give to Minister notice of approval, copy of approved amendment and other documents		
s.36(2)	duty to give notice of approval of amendment	GMGD, MSPCS, MSPD, SSTP, CSTP	
s.38(5)	duty to give notice of revocation of an amendment	GMGD, MSPCS, MSPD	
s.39	function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT	GMGD, MSPCS, MSPD, SSTP, CSTP	
s.40(1)	function of lodging copy of approved amendment	GMGD, MSPCS, MSPD, SSTP, CSTP	
s.40(1A)	Duty to lodge prescribed documents and copy of approved amendment with the relevant authorities		
s.41	duty to make approved amendment available	GMGD, MSPCS, MSPD, SSTP, CSTP	
s.42	duty to make copy of planning scheme available	GMGD, MSPCS, MSPD, SSTP, CSTP, CSP	

**PLANNING AND ENVIRONMENT ACT 1987**

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46AS(ac)	power to request the Growth Areas Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria	GMD, MSPCS, MSPD	
s.46GF	duty to comply with directions issued by the Minister	GMD, MSPCS, MSPD	
s.46GG	duty to include a condition in a permit relating to matters set out in s.46GG(c) and (d)	GMD, MSPCS, MSPD	
s.46GH(1)	power to require the payment of an amount of infrastructure levy to be secured to Council's satisfaction	GMD, MSPCS, MSPD	where council is a collecting agency
s.46GH(2)	power to accept the provision of land, works, services or facilities in part or full satisfaction of the amount of infrastructure levy payable	GMD, MSPCS, MSPD	where council is a collecting agency
s.46GH(3)	duty to obtain the agreement of the relevant development agency or agencies specified in the approved infrastructure contributions plan before accepting the provision of land, works, services or facilities by the applicant	GMD, MSPCS, MSPD	where council is a collecting agency
s.46GI(1)	duty to keep proper accounts of any amount of infrastructure levy paid to it as a collecting agency or a development agency under part 2 of the <i>Planning and Environment Act 1987</i>	GMD, MSPCS, MSPD	must be done in accordance with <i>Local Government Act 1989</i> .
s.46GI(2)	duty to forward to a development agency any part of an infrastructure levy paid to council which is imposed for plan preparation costs incurred by development agency or for carrying out of works, services or facilities on behalf of the development agency	GMD, MSPCS, MSPD	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46G(3)	duty to apply levy amount only in accordance with s.46G(3)(a) and (b)	GMD, MSPCS, MSPD	
s.46G(4)	power to refund any amount of infrastructure levy paid to it as a development agency under Part 2 of the <i>Planning and Environment Act 1987</i> if satisfied that the development is not to proceed	GMD, MSPCS, MSPD	
s.46G(5)	duty to take action described in s.46G(5)(c) – (e) where s.46G(5)(a) and (b) applies.	GMD, MSPCS, MSPD	
s.46GL	power to recover any amount of infrastructure levy as a debt due to Council	GMD, MSPCS, MSPD	where council is a collecting agency
s.46GM	duty to prepare report and give a report to the Minister	GMD, MSPCS, MSPD	where council is a collecting agency or development agency
s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	GMD, MSPSC	
s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	GMD, MSPCS, MSPD	
s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	GMD, MSPCS, MSPD	
s.46O(1)(a) & (2)(a)	power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	GMD, MSPCS, MSPD	
s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	GMD, MSPCS, MSPD	

**PLANNING AND ENVIRONMENT ACT 1987**

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46P(1)	power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	GMD, MSPCS, MSPD	
s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	GMD, MSPCS, MSPD	
s.46Q(1)	duty to keep proper accounts of levies paid	GMD, MSPCS, MSPD, CFO	
s.46Q(1A)	duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	GMD, MSPCS, MSPD	
s.46Q(2)	duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	GMD, MSPCS, MSPD	
s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	GMD, MSPCS, MSPD	only applies when levy is paid to Council as a 'development agency'
s.46Q(4)(c)	duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the council or for the provision by the council of works, services or facilities in an area under s.46Q(4)(a)	GMD, MSPCS, MSPD	must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s.46Q(4)(d)	duty to submit to the Minister an amendment to the approved development contributions plan	GMD, MSPCS, MSPD	must be done in accordance with Part 3
s.46Q(4)(e)	duty to expend that amount on other works etc.	GMD, MSPCS, MSPD	with the consent of, and in the manner approved by, the Minister



**PLANNING AND ENVIRONMENT ACT 1987**

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46QC	power to recover any amount of levy payable under Part 3B	GMGD, MSPCS, MSPD	
<b>s.46QD</b>	<b>duty to prepare report and give a report to the Minister</b>		where council is a collecting agency or development agency
s.46V(3)	duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	GMGD, MSPCS, MSPD	
s.46Y	duty to carry out works in conformity with the approved strategy plan	GMGD, MSPCS, MSPD	
s.47	power to decide that an application for a planning permit does not comply with that Act	GMGD, MSPCS, MSPD, CSP, SSP	
s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	GMGD, MSPCS, CSP, SSP	
s.49(2)	duty to make register available for inspection	GMGD, MSPCS, CSP, SSP	
s.50(4)	duty to amend application	GMGD, MSPCS, CSP	
s.50(5)	power to refuse to amend application	GMGD, MSPCS, CSP	
s.50(6)	duty to make note of amendment to application in register	GMGD, MSPCS, CSP, SSP	
s.50A(1)	power to make amendment to application	GMGD, MSPCS, CSP, SSP	

**PLANNING AND ENVIRONMENT ACT 1987**

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	GMD, MSPCS, CSP, SSP	
s.50A(4)	duty to note amendment to application in register	GMD, MSPCS, CSP, SSP	
s.51	duty to make copy of application available for inspection	GMD, MSPCS, CSP, SSP	
s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	GMD, MSPCS, CSP, SSP, SP	
s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	GMD, MSPCS, CSP, SSP, SP	
s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	GMD, MSPCS, CSP, SSP, SP	
s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	GMD, MSPCS, CSP, SSP, SP	
s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	GMD, MSPCS, CSP, SSP, SP	
s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	GMD, MSPCS, CSP, SSP, SP	
s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	GMD, MSPCS, CSP, SSP, SP	
s.52(3)	power to give any further notice of an application where appropriate	GMD, MSPCS, CSP, SSP, SP	

**PLANNING AND ENVIRONMENT ACT 1987**

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it	GMGD, MSPCS, CSP, SSP, SP	
s.53(1A)	power to require the applicant to give the notice under section 52(1AA)	GMGD, MSPCS, CSP, SSP, SP	
s.54(1)	power to require the applicant to provide more information	GMGD, MSPCS, CSP, SSP, SP	
s.54(1A)	duty to give notice in writing of information required under section 54(1)	GMGD, MSPCS, CSP, SSP, SP	
s.54(1B)	duty to specify the lapse date for an application	GMGD, MSPCS, CSP, SSP, SP	
s.54A(3)	power to decide to extend time or refuse to extend time to give required information	GMGD, MSPCS, CSP, SSP, SP	
s.54A(4)	duty to give written notice of decision to extend or refuse to extend time und section 54A(3)	GMGD, MSPCS, CSP, SSP, SP	
s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	GMGD, MSPCS, CSP, SSP	
s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	GMGD, MSPCS	
s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	GMGD, MSPCS, CSP, SSP, SP	
s.57(5)	duty to make available for inspection copy of all objections	GMGD, MSPCS, CSP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.57A(4)	duty to amend application in accordance with applicant's request, subject to section 57A(5)	GMGD, MSPCS, CSP, SSP	
s.57A(5)	power to refuse to amend application	GMGD, MSPCS, CSP	
s.57A(6)	duty to note amendments to application in register	GMGD, MSPCS, CSP, SSP	
s.57B(1)	duty to determine whether and to whom notice should be given	GMGD, MSPCS, CSP, SSP, SP	
s.57B(2)	duty to consider certain matters in determining whether notice should be given	GMGD, MSPCS, CSP, SSP, SP	
s.57C(1)	duty to give copy of amended application to referral authority	GMGD, MSPCS, CSP, SSP, SP	
s.58	duty to consider every application for a permit	GMGD, MSPCS, CSP, SSP, SP	
s.58A	power to request advice from the Planning Application Committee	GMGD, MSPCS, CSP, SSP	
s.60	duty to consider certain matters	GMGD, MSPCS, CSP, SSP, SP	
s60(1A)	duty to consider certain matters.	GMGD, MSPCS, CSP, SSP	
s.60(1B)	duty to consider number of objectors in considering whether use or development may have significant social effect	GMGD, MSPCS, CSP, SSP, SP	

**PLANNING AND ENVIRONMENT ACT 1987**

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.61(1)(a)	power to decide to grant a permit	GMGD, MSPCS, SSP, CSP	<p>Council to resolve if:</p> <ul style="list-style-type: none"> <li>Any unresolved objections are received;</li> <li>The application includes a waiver of the car parking requirement within the Bacchus Marsh central activity area;</li> <li>The application is for a Wind Energy Facility</li> <li>Any other application at the discretion of Councillors; and</li> </ul> <p>the permit must not be inconsistent with a cultural heritage management plan under the <i>Aberoriginal Heritage Act 2006</i></p>
s.61(1)(b)	power to decide to grant a permit with conditions	GMGD, MSPCS, CSP	<p>Council to resolve if:</p> <ul style="list-style-type: none"> <li>Any unresolved objections are received;</li> <li>The application includes a waiver of the car parking requirement within the Bacchus Marsh central activity area;</li> <li>The application is for a Wind Energy Facility</li> <li>Any other application at the discretion of Councillors; and</li> </ul> <p>the permit must not be inconsistent with a cultural heritage management plan under the <i>Aberoriginal Heritage Act 2006</i></p>
s.61(1)(c)	power to refuse the permit	GMGD, MSPCS, CSP	<p>Delegation only applies to Refusal to Grant a Permit where the application is for the removal or variation of a Restrictive Covenant and a benefiting landowner has objected to the granting of a permit.</p> <p>All other refusals under this section are not delegated.</p>

**PLANNING AND ENVIRONMENT ACT 1987**

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.61(1)	power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	GMD, MSPCS, CSP, SSP	<p>Council to resolve if:</p> <ul style="list-style-type: none"> <li>Any unresolved objections are received;</li> <li>The application includes a waiver of the car parking requirement within the Bacchus Marsh central activity area;</li> <li>The application includes a reduction of car parking as stipulate in Table 1 of Clause 52.06-5 of the Moorabool Planning Scheme for any planning application;</li> <li>The application is for a Wind Energy Facility</li> <li>Any other application at the discretion of Councilors; and</li> </ul> <p>the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i></p> <p>Delegation only applies to Refusal to Grant a Permit where the application is for the removal or variation of a Restrictive Covenant and a benefiting landowner has objected to the granting of a permit.</p> <p>All other refusals under this section are not delegated.</p>
s.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	GMD, MSPCS, CSP	
s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	GMD, MSPCS, CSP, SSP	
s.61(3)(a)	duty not to decide to grant a permit to use coastal Crown land without Minister's consent	GMD, MSPCS	

**PLANNING AND ENVIRONMENT ACT 1987**

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.61(3)(b)	duty to refuse to grant the permit without the Minister's consent	GMD, MSPCS, CSP	
s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	GMD, MSPCS, CSP	
s.62(1)	duty to include certain conditions in deciding to grant a permit	GMD, MSPCS, CSP	
s.62(2)	power to include other conditions	GMD, MSPCS, CSP, SSP	
s.62(4)	duty to ensure conditions are consistent with paragraphs (a), (b) and (c)	GMD, MSPCS, CSP, SSP	
s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	GMD, MSPCS, CSP, SSP	
s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement	GMD, MSPCS, CSP, SSP	
s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	GMD, MSPCS, CSP, SSP	
s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with section 62(5) or section 46N	GMD, MSPCS, CSP, SSP	
s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a)	GMD, MSPCS, CSP, SSP	

**PLANNING AND ENVIRONMENT ACT 1987**

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	GMGD, MSPCS, CSP, SSP	
s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	GMGD, MSPCS, CSP, SSP	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64(3)	duty not to issue a permit until after the specified period	GMGD, MSPCS, CSP, SSP	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64(5)	duty to give each objector a copy of an exempt decision	GMGD, MSPCS, CSP, SSP	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64A	duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	GMGD, MSPCS, CSP, SSP	this provision applies also to a decision to grant an amendment to a permit - see section 75A
s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	GMGD, MSPCS, CSP, SSP	
s.66(1)	duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	GMGD, MSPCS, CSP, SSP	
s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	GMGD, MSPCS, CSP, SSP	if the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority



**PLANNING AND ENVIRONMENT ACT 1987**

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	GMGD, MSPCS, CSP, SSP	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	GMGD, MSPCS, CSP, SSP	if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s.69(1)	function of receiving application for extension of time of permit	GMGD, MSPCS, CSP, SSP	
s.69(1A)	function of receiving application for extension of time to complete development	GMGD, MSPCS, CSP, SSP	
s.69(2)	power to extend time	GMGD, MSPCS, CSP, SSP	
s.70	duty to make copy permit available for inspection	GMGD, MSPCS, CSP	
s.71(1)	power to correct certain mistakes	GMGD, MSPCS, CSP, SSP	
s.71(2)	duty to note corrections in register	GMGD, MSPCS, CSP	
s.73	power to decide to grant amendment subject to conditions	GMGD, MSPCS, CSP, SSP	

**PLANNING AND ENVIRONMENT ACT 1987**

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.74	duty to issue amended permit to applicant if no objectors	GMD, MSPCS, CSP, SSP	
s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	GMD, MSPCS, CSP, SSP	
s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	GMD, MSPCS, CSP, SSP	
s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	GMD, MSPCS, CSP, SSP	if the recommending referral authority objected to the amendment of the permit; or if the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	GMD, MSPCS, CSP, SSP	if the recommending referral authority objected to the amendment of the permit; or if the recommending referral authority recommended that a permit condition be included on the amended permit
s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76	GMD, MSPCS, CSP, SSP	if the recommending referral authority did not object to the amendment of the permit; or if the recommending referral authority did not recommend a condition be included on the amended permit
s.76D	duty to comply with direction of Minister to issue amended permit	GMD, MSPCS, CSP, SSP	
s.83	function of being respondent to an appeal	GMD, MSPCS, MSPD, CSP, SSP	

**PLANNING AND ENVIRONMENT ACT 1987**

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.83B	duty to give or publish notice of application for review	GMD, MSPCS, CSP, SSP, SP	
s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	GMD, MSPCS, CSP, SSP, SP	
s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	GMD, MSPCS, CSP	
s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	GMD, MSPCS, CSP, SSP	
s.84(6)	duty to issue permit on receipt of advice within 3 working days	GMD, MSPCS, CSP, SSP	
s.86	duty to issue a permit at order of Tribunal within 3 working days	GMD, MSPCS, CSP, SSP	
s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	GMD, MSPCS, CSP, SSP	
s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	GMD, MSPCS, CSP, SSP	
s.91(2)	duty to comply with the directions of VCAT	GMD, MSPCS, MSPD, CSP, SSP	
s.91(2A)	duty to issue amended permit to owner if Tribunal so directs	GMD, MSPCS, CSP, SSP	
s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under section 90	GMD, MSPCS, CSP, SSP	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.93(2)	duty to give notice of VCAT order to stop development	GMGD, MSPCS, CSP	
s.95(3)	function of referring certain applications to the Minister	GMGD, MSPCS, CSP, SSP	
s.95(4)	duty to comply with an order or direction	GMGD, MSPCS, CSP, SSP	
s.96(1)	duty to obtain a permit from the Minister to use and develop its land	GMGD, MSPCS, CSP, SSP	
s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	GMGD, MSPCS, CSP, SSP	
s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	GMGD, MSPCS, MSPD, CSP, SSP, CSTP	
s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	GMGD, MSPCS, MSPD, CSP, SSP, CSTP	
s.96F	duty to consider the panel's report under section 96E	GMGD, MSPCS, MSPD, CSP, SSP, CSTP	
s.96G(1)	power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> )	GMGD, MSPCS, MSPD	
s.96H(3)	power to give notice in compliance with Minister's direction	GMGD, MSPCS, MSPD	

**PLANNING AND ENVIRONMENT ACT 1987**

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.96J	power to issue permit as directed by the Minister	GMGD, MSPCS, MSPD, CSP, SSP	
s.96K	duty to comply with direction of the Minister to give notice of refusal	GMGD, MSPCS, MSPD, CSP, SSP, CSTP	
s. 96Z	duty to keep levy certificates given to it under ss. 47 or 96A for no less than 5 years from receipt of the certificate	GMGD, MSPCS, CSP, SSP	
s.97C	power to request Minister to decide the application	GMGD, MSPCS	
s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	GMGD, MSPCS, CSP, SSP	
s.97G(3)	function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	GMGD, MSPCS, CSP, SSP	
s.97G(6)	duty to make a copy of permits issued under section 97F available for inspection	GMGD, MSPCS, CSP, SSP	
s.97L	duty to include Ministerial decisions in a register kept under section 49	GMGD, MSPCS, CSP, SSP	
s.97MCA(2)	function of consulting with advisory committee regarding the areas for which the Development Assessment Committee is to be established.		
s.97MG	Duty to provide documents and information to development assessment committee		
s.97MH	Duty to provide assistance to the development assessment committee		

**PLANNING AND ENVIRONMENT ACT 1987**

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.97MJ(2)	Duty to ensure that the register of applications specifies whether the development assessment committee has made the decision		
s.97MK	Function of nominating member of the development assessment committee		
s.97ML(4)	Power to nominate alternate members of the development assessment committee		
s.97MH	duty to provide information or assistance to the Planning Application Committee	GMD, MSPCS, CSP, SSP	
s.97MI	duty to contribute to the costs of the Planning Application Committee or subcommittee	GMD, MSPCS	
s.97O	duty to consider application and issue or refuse to issue certificate of compliance	GMD, MSPCS, CSP	
s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	GMD, MSPCS, CSP, SSP	
s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	GMD, MSPCS, MSPD, CEP, CSP, SSP	
s.97Q(4)	duty to comply with directions of VCAT	GMD, MSPCS, CSP, SSP	
s.97R	duty to keep register of all applications for certificate of compliance and related decisions	GMD, MSPCS, CSP, SSP	
s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	GMD, MSPCS	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	GMGD, MSPCS	
s.101	function of receiving claim for expenses in conjunction with claim	GMGD, MSPCS	
s.103	power to reject a claim for compensation in certain circumstances	GMGD, MSPCS	
s.107(1)	function of receiving claim for compensation	GMGD, MSPCS	
s.107(3)	power to agree to extend time for making claim	GMGD, MSPCS	
s.114(1)	power to apply to the VCAT for an enforcement order	GMGD, MSPCS, MSPD, CEP, CSP	
s.117(1)(a)	function of making a submission to the VCAT where objections are received	GMGD, MSPCS, MSPD, CEP, CSP, SSP, SP	
s.120(1)	power to apply for an interim enforcement order where section 114 application has been made	GMGD, MSPCS, MSPD, CEP, CSP	
s.123(1)	power to carry out work required by enforcement order and recover costs	GMGD, MSPCS, CSP	
s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	GMGD, MSPCS	except Crown Land
s.125	<del>power to apply for an injunction restraining a person from contravening an enforcement order or interim enforcement order</del>		

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.129	function of recovering penalties	GMGD, MSPCS, CSP, CFO	
s.130(5)	power to allow person served with an infringement notice further time	GMGD, MSPCS, CSP	
s.149A(1)	power to refer a matter to the VCAT for determination	GMGD, MSPCS, CSP	
s.149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	GMGD, MSPCS, MSPD, CSP	
s.156	duty to pay fees and allowances (including a payment to the Crown under subsection (2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsection (2B)power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	CEO, GMGD, MSPCS, MSPD	where council is the relevant planning authority
s.171(2)(f)	power to carry out studies and commission reports	GMGD, MSPCS, MSPD	
s.171(2)(g)	power to grant and reserve easements	GMGD, MSPCS, CSP	
s.173	power to enter into agreement covering matters set out in section 174	CEO	
---	power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	GMGD, MSPCS, MSPD	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
--	power to give consent on behalf of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	GMGD, MSPCS, MSPD, CSP	
s.177(2)	power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	GMGD, MSPCS, MSPD	
s.178	power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Not delegated	
s.178A(1)	function of receiving application to amend or end an agreement	GMGD, MSPCS, CSP, SSP, SP	
s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	GMGD, MSPCS, CSP, SSP, SP	
s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	GMGD, MSPCS, CSP, SSP, SP	
s.178A(5)	power to propose to amend or end an agreement	GMGD, MSPCS, CSP, SSP, SP	
s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	GMGD, MSPCS, CSP, SSP, SP	
s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	GMGD, MSPCS, CSP, SSP, SP	
s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	GMGD, MSPCS, CSP, SSP, SP	
s.178C(4)	function of determining how to give notice under s.178C(2)	GMGD, MSPCS, CSP, SSP, SP	

**PLANNING AND ENVIRONMENT ACT 1987**

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178E(1)	duty not to make decision until after 14 days after notice has been given	GMGD, MSPCS, CSP, SSP, SP	
s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	CEO	If no objections are made under s.178D Must consider matters in s.178B
s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO	If no objections are made under s.178D Must consider matters in s.178B
s.178E(2)(c)	power to refuse to amend or end the agreement	CEO	If no objections are made under s.178D Must consider matters in s.178B
s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	CEO	After considering objections, submissions and matters in s.178B
s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO	After considering objections, submissions and matters in s.178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	CEO	After considering objections, submissions and matters in s.178B
s.178E(3)(d)	power to refuse to amend or end the agreement	CEO	After considering objections, submissions and matters in s.178B
s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	GMGD, MSPCS, CSP, SSP, SP	
s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	GMGD, MSPCS, CSP, SSP, SP	

**PLANNING AND ENVIRONMENT ACT 1987**

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178F(4)	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	GMGD, MSPCS, CSP, SSP, SP	
s.178G	duty to sign amended agreement and give copy to each other party to the agreement	CEO	
s.178H	power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	GMGD, MSPCS, CSP, SSP	
s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	GMGD, MSPCS, CSP, SSP, SP	
s.179(4)	<del>duty to lodge agreement with Minister</del>		
s.179(2)	duty to make available for inspection copy agreement	GMGD, MSPCS, MSPD, CSP, SSP, SP	
s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	GMGD, MSPCS, MSPD, CSP, SSP, SP	
s.181(1A)(a)	power to apply to the Registrar of Titles to record the agreement	GMGD, MSPCS, MSPD, CSP, SSP, SP	
s.181(1A)(b)	duty to apply to the Registrar of Titles, without delay, to record the agreement	GMGD, MSPCS, MSPD, CSP, SSP, SP	
s.182	power to enforce an agreement	GMGD, MSPCS, MSPD, CSP, SSP	
s.183	duty to tell Registrar of Titles of ending/amendment of agreement	GMGD, MSPCS, MSPD, CSP, SSP, SP	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.184F(1)	power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	CEO	
s.184F(2)	duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	GMD, MSPCS, CSP, SSP	
s.184F(3)	duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	GMD, MSPCS, CSP, SSP	
s.184F(5)	function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	GMD, MSPCS, CSP, SSP	
s.184G(2)	duty to comply with a direction of the Tribunal	GMD, MSPCS, CSP, SSP	
s.184G(3)	duty to give notice as directed by the Tribunal	GMD, MSPCS, CSP, SSP	
s.198(1)	function to receive application for planning certificate	Not delegated	
s.199(1)	duty to give planning certificate to applicant	Not delegated	
s.201(1)	function of receiving application for declaration of underlying zoning	GMD, MSPCS, MSPD, CSP, CSTP, SSSTP, SSP	
s.201(3)	duty to make declaration	GMD, MSPCS, MSPD, CSP, CSTP, SSSTP, SSP	

**PLANNING AND ENVIRONMENT ACT 1987**

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
-	power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	GMGD, MSPCS, MSPD	
	power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	GMGD, MSPCS, MSPD, CSP, CSTP, SSTP	
	power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	GMGD, MSPCS, MSPD, CSP, CSTP	
-	power to give written authorisation in accordance with a provision of a planning scheme	GMGD, MSPCS, MSPD, CSP, CSTP	
s.201UAB(1)	function of providing the Growth Areas Authority with information relating to any land within municipal district	GMGD, MSPCS, MSPD, CSP, CSTP	
s.201UAB(2)	duty to provide the Growth Areas Authority with information requested under subsection (1) as soon as possible	GMGD, MSPCS, MSPD, CSP, CSTP	

**RAIL SAFETY (LOCAL OPERATIONS) ACT 2006**

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.33	duty to comply with a direction of the Safety Director under this section	GMI, MES	where council is a utility under section 3
s.33A	duty to comply with a direction of the Safety Director to give effect to arrangements under this section	GMI, MES	duty of council as a road authority under the <i>Road Management Act 2004</i>
s.34	duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under section 33(1)	GMI, MES	where council is a utility under section 3
s.34C(2)	function of entering into safety interface agreements with rail infrastructure manager	GMI	where council is the relevant road authority
s.34D(1)	function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed	GMI, MES	where council is the relevant road authority
s.34D(2)	function of receiving written notice of opinion	GMI, MES	where council is the relevant road authority
s.34D(4)	function of entering into safety interface agreement with infrastructure manager	GMI	where council is the relevant road authority
s.34E(1)(a)	duty to identify and assess risks to safety	GMI, MES	where council is the relevant road authority
s.34E(1)(b)	duty to determine measures to manage any risks identified and assessed having regard to items set out in section 34E(2)(a)-(c)	GMI, MES	where council is the relevant road authority
s.34E(3)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	GMI, MES	where council is the relevant road authority
s.34F(1)(a)	duty to identify and assess risks to safety, if written notice has been received under section 34D(2)(a)	GMI, MES	where council is the relevant road authority

**RAIL SAFETY (LOCAL OPERATIONS) ACT 2006**

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.34F(1)(b)	duty to determine measures to manage any risks identified and assessed, if written notice has been received under section 34D(2)(a)	GMI, MES	where council is the relevant road authority
s.34F(2)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	GMI, MES	where council is the relevant road authority
s.34H	power to identify and assess risks to safety as required under sections 34B, 34C, 34D, 34E or 34F in accordance with subsections (a)-(c)	GMI, MES	where council is the relevant road authority
s.34I	function of entering into safety interface agreements	GMI	where council is the relevant road authority
s.34J(2)	function of receiving notice from Safety Director	GMI, MES	where council is the relevant road authority
s.34J(7)	duty to comply with a direction of the Safety Director given under section 34J(5)	GMI, MES	where council is the relevant road authority
s.34K(2)	duty to maintain a register of items set out in subsections (a)-(b)	GMI, MES	where council is the relevant road authority

<b>RESIDENTIAL TENANCIES ACT 1997</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.142D	function of receiving notice regarding an unregistered rooming house	CCHS, SEHO, EHO	
s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district	CCHS, SEHO, EHO	
s. 142G(2)	power to enter certain information in the Rooming House Register	CCHS, SEHO, EHO	
s.142I(2)	power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	CCHS, SEHO, EHO	
s.252	power to give tenant a notice to vacate rented premises if subsection (1) applies	Not delegated	where council is the landlord
s.262(1)	power to give tenant a notice to vacate rented premises	Not delegated	where council is the landlord
s.262(3)	power to publish its criteria for eligibility for the provision of housing by council	Not delegated	
s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	CCHS, SEHO, EHO	
s.522(1)	power to give a compliance notice to a person	Not delegated	
s.525(2)	power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	Not delegated	
s.525(4)	duty to issue identity card to authorised officers	Not delegated	
s.526(5)	duty to keep record of entry by authorised officer under section 526	CCHS, SEHO, EHO	



<b>RESIDENTIAL TENANCIES ACT 1997</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.526A(3)	function of receiving report of inspection	CCHS, SEHO, EHO	
s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	CCHS, SEHO, EHO	

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.11(1)	power to declare a road by publishing a notice in the Government Gazette	GMI	obtain consent in circumstances specified in section 11(2)
s.11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette	Not delegated	
s.11(9)(b)	duty to advise Registrar	GMI	
s.11(10)	duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	GMI	clause subject to section 11(10A)
s.11(10A)	duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	GMI	where council is the coordinating road authority
s.12(2)	power to discontinue road or part of a road	Not delegated	were council is the coordinating road authority
s.12(4)	power to publish, and provide copy, notice of proposed discontinuance	GMI	power of coordinating road authority where it is the discontinuing body unless subsection (1) applies
s.12(5)	duty to consider written submissions received within 28 days of notice	GMI	duty of coordinating road authority where it is the discontinuing body unless subsection (1) applies
s.12(6)	function of hearing a person in support of their written submission	Not delegated	function of coordinating road authority where it is the discontinuing body unless subsection (1) applies
s.12(7)	duty to fix day, time and place of meeting under subsection (6) and to give notice	GMI	duty of coordinating road authority where it is the discontinuing body unless subsection (1) applies

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.12(10)	duty to notify of decision made	GMI	duty of coordinating road authority where it is the discontinuing body does not apply where an exemption is specified by the regulations or given by the Minister
s.13(1)	power to fix a boundary of a road by publishing notice in Government Gazette	GMI	power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate
s.14(4)	function of receiving notice from VicRoads	CEO, GMI	
s.14(7)	power to appeal against decision of VicRoads	CEO, GMI	
s.15(1)	power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	CEO, GMI	
s.15(1A)	power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	GMI	
s.15(2)	duty to include details of arrangement in public roads register	GMI, MAM	
s.16(7)	power to enter into an arrangement under section 15	GMI, MES, MO	
s.16(8)	duty to enter details of determination in public roads register	GMI, MAM	
s.17(2)	duty to register public road in public roads register	GMI, MAM	where council is the coordinating road authority
s.17(3)	power to decide that a road is reasonably required for general public use	GMI	where council is the coordinating road authority
s.17(3)	duty to register a road reasonably required for general public use in public roads register	GMI, MAM	where council is the coordinating road authority

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.17(4)	power to decide that a road is no longer reasonably required for general public use	Not delegated	where council is the coordinating road authority
s.17(4)	duty to remove road no longer reasonably required for general public use from public roads register	GMI, MAM	where council is the coordinating road authority
s.18(1)	power to designate ancillary area	GMI	where council is the coordinating road authority, and obtain consent in circumstances specified in section 18(2)
s.18(3)	duty to record designation in public roads register	GMI, MAM	where council is the coordinating road authority
s.19(1)	duty to keep register of public roads in respect of which it is the coordinating road authority	GMI, MAM	
s.19(4)	duty to specify details of discontinuance in public roads register	GMI, MAM	
s.19(5)	duty to ensure public roads register is available for public inspection	GMI, MAM	
s.21	function of replying to request for information or advice	GMI, MAM	obtain consent in circumstances specified in section 11(2)
s.22(2)	function of commenting on proposed direction	CEO, GMI	
s.22(4)	duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.	GMI	
s.22(5)	duty to give effect to a direction under this section.	GMI, MES, MO, MAM	
s.40(1)	duty to inspect, maintain and repair a public road.	GMI, MO	

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.40(5)	power to inspect, maintain and repair a road which is not a public road	GMI, MO	
s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	GMI, MES, MO	
s.42(1)	power to declare a public road as a controlled access road	GMI, MAM, MO	power of coordinating road authority and Schedule 2 also applies
s.42(2)	power to amend or revoke declaration by notice published in Government Gazette	GMI, MAM, MO	power of coordinating road authority and Schedule 2 also applies
s.42A(3)	duty to consult with VicRoads before road is specified	GMI, MES, MO, MAM	where council is the coordinating road authority if road is a municipal road or part thereof
s.42A(4)	power to approve Minister's decision to specify a road as a specified freight road	GMI	where council is the coordinating road authority if road is a municipal road or part thereof and where road is to be specified a freight road
s.48EA	duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	GMI, MES, MO, MAM	where council is the responsible road authority, infrastructure manager or works manager
s.48M(3)	function of consulting with the relevant authority for purposes of developing guidelines under section 48M	GMI, MES, MO, MAM	
s.49	power to develop and publish a road management plan	GMI, MO	
s.51	power to determine standards by incorporating the standards in a road management plan	GMI, MO	
s.53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	GMI, MO	

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.54(2)	duty to give notice of proposal to make a road management plan	GMI, MO	
s.54(5)	duty to conduct a review of road management plan at prescribed intervals	GMI, MO	
s.54(6)	power to amend road management plan	GMI, MO	
s.54(7)	duty to incorporate the amendments into the road management plan	GMI, MO	
s.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	GMI, MO	
s.63(1)	power to consent to conduct of works on road	GMI, MES, MO	where council is the coordinating road authority
s.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	GMI, MES, MO	where council is the infrastructure manager
s.64(1)	duty to comply with clause 13 of Schedule 7	GMI, MES, MO	where council is the infrastructure manager or works manager
s.66(1)	power to consent to structure etc	GMI, MES, MO	where council is the coordinating road authority
s.67(2)	function of receiving the name & address of the person responsible for distributing the sign or bill	GMI, MSPCS	where council is the coordinating road authority
s.67(3)	power to request information	GMI, CCS, SCSO	where council is the coordinating road authority
s.68(2)	power to request information	GMI, CCS, SCSO	where council is the coordinating road authority
s.71(3)	power to appoint an authorised officer	GMI	

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.72	duty to issue an identity card to each authorised officer	GMI	
s.85	function of receiving report from authorised officer	GMI	
s.86	duty to keep register re section 85 matters	GMI	
s.87(1)	function of receiving complaints	GMI	
s.87(2)	duty to investigate complaint and provide report	GMI, MES, MO, MAM	
s.112(2)	power to recover damages in court	GMI	
s.116	power to cause or carry out inspection	GMI, MES, MO, MAM	
s.119(2)	function of consulting with VicRoads	GMI, MES, MO, MAM	
s.120(1)	power to exercise road management functions on an arterial road (with the consent of VicRoads)	GMI, MES, MO	
s.120(2)	duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)	GMI, MES, MO	
s.121(1)	power to enter into an agreement in respect of works	GMI, MES, MO	
s.122(1)	power to charge and recover fees	GMI	
s.123(1)	power to charge for any service	GMI	
Schedule 2 Clause 2(1)	power to make a decision in respect of controlled access roads	Not delegated	

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	Not delegated	
Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	Not delegated	
Schedule 2 Clause 4	function of receiving details of proposal from VicRoads	GMI	
Schedule 2 Clause 5	duty to publish notice of declaration	GMI	
Schedule 7, Clause 7(1)	duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	GMI, MES, MO, MAM	where council is the infrastructure manager or works manager
Schedule 7, Clause 8(1)	duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	GMI, MES, MO, MAM	where council is the infrastructure manager or works manager
Schedule 7, Clause 9(1)	duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	GMI, MES, MO, MAM	where council is the infrastructure manager or works manager responsible for non-road infrastructure
Schedule 7, Clause 9(2)	duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	GMI, MES, MO, MAM	where council is the infrastructure manager or works manager



<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 7, Clause 10(2)	where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	GMI, MES, MO, MAM	where council is the infrastructure manager or works manager
Schedule 7 Clause 12(2)	power to direct infrastructure manager or works manager to conduct reinstatement works	GMI, MES, MO, MAM	where council is the coordinating road authority
Schedule 7 Clause 12(3)	power to take measures to ensure reinstatement works are completed	GMI, MES, MO, MAM	where council is the coordinating road authority
Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	GMI, MES, MO, MAM	where council is the coordinating road authority
Schedule 7 Clause 12(5)	power to recover costs	GMI, MES, MO, MAM	where council is the coordinating road authority
Schedule 7, Clause 13(1)	duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2)	GMI, MES, MO, MAM	where council is the works manager
Schedule 7 Clause 13(2)	power to vary notice period	GMI, MES, MO, MAM	where council is the coordinating road authority
Schedule 7, Clause 13(3)	duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1)	GMI, MES, MO, MAM	where council is the infrastructure manager
Schedule 7 Clause 16(1)	power to consent to proposed works	GMI, MES, MO, MAM	where council is the coordinating road authority
Schedule 7 Clause 16(4)	duty to consult	GMI, MES, MO, MAM	where council is the coordinating road authority, responsible authority or infrastructure manager
Schedule 7 Clause 16(5)	power to consent to proposed works	GMI, MES, MO, MAM	where council is the coordinating road authority

**ROAD MANAGEMENT ACT 2004**

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 7 Clause 16(6)	power to set reasonable conditions on consent	GMI, MES, MO, MAM	where council is the coordinating road authority
Schedule 7 Clause 16(8)	power to include consents and conditions	GMI, MES, MO, MAM	where council is the coordinating road authority
Schedule 7 Clause 17(2)	power to refuse to give consent and duty to give reasons for refusal	GMI, MES, MO, MAM	where council is the coordinating road authority
Schedule 7 Clause 18(1)	power to enter into an agreement	GMI, MES, MO, MAM	where council is the coordinating road authority
Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	GMI, MES, MO, MAM	where council is the coordinating road authority
Schedule 7 Clause 19(2) & (3)	power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	GMI, MES, MO, MAM	where council is the coordinating road authority
Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	GMI, MES, MO, MAM	where council is the coordinating road authority
Schedule 7A Clause 2	power to cause street lights to be installed on roads	GMI, MES, MAM	power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
Schedule 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	GMI, MES, MAM	where council is the responsible road authority
Schedule 7A Clause 3(1)(e)	duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	GMI, MES, MAM	where council is the responsible road authority

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 7A Clause (3)(1)(f),	duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with clauses 3(2) and 4	GMI, MES, MAM	duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)

**CEMETERIES AND CREMATORIA REGULATIONS 2005**

[These provisions apply to Councils appointed as a cemetery trust under section 5 of the *Cemeteries and Crematoria Act 2003*, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.17	power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	Not delegated	
r.18(1)	power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	Not delegated	
r.18(2)	duty to ensure any fittings removed of are disposed in an appropriate manner	Not delegated	
r.19	power to dispose of any metal substance or non-human substance recovered from a cremator	Not delegated	
r.20(2)	power to release cremated human remains to certain persons	Not delegated	Subject to any order of a court
r.21(1)	duty to make cremated human remains available for collection within 2 working days after the cremation	Not delegated	
r.21(2)	duty to hold cremated human remains for at least 12 months from the date of cremation	Not delegated	
r.21(3)	power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	Not delegated	
r.21(4)	duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	Not delegated	
r.22	duty to ensure a mausoleum is constructed in accordance with paragraphs (a) - (e)	Not delegated	

<b>CEMETERIES AND CREMATORIA REGULATIONS 2005</b>			
[These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.26	duty to provide statement that alternative vendors or supplier of monuments exist	Not delegated	
r.36	power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	Not delegated	
r.38(2)	power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	GMCS	
Schedule 6, clause 4	power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of Schedule 6	GMCS	
Schedule 6, clause 5(1)	duty to display the hours during which pedestrian access is available to the cemetery	GMCS	
Schedule 6, clause 5(2)	duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	GMCS	
Schedule 6, clause 6(1)	power to give directions regarding the manner in which a funeral is to be conducted	Not delegated	
Schedule 6, clause 7(1)	power to give directions regarding the dressing of places of interment and memorials	Not delegated	
Schedule 6, clause 11(1)	power to remove objects from a memorial or place of interment	Not delegated	
Schedule 6, clause 11(2)	duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	Not delegated	

**CEMETERIES AND CREMATORIA REGULATIONS 2005**

[These provisions apply to Councils appointed as a cemetery trust under section 5 of the *Cemeteries and Crematoria Act 2003*, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 6, clause 12	power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	Not delegated	
Schedule 6, clause 14	power to approve an animal to enter into or remain in a cemetery	GMCS	

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
[##] These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
<b>r.24</b>	duty to ensure that cemetery complies with depth of burial requirements	Not applicable	
<b>r.25</b>	duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	Not applicable	
<b>r.27</b>	power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	Not applicable	
<b>r.28(1)</b>	power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	Not applicable	
<b>r.28(2)</b>	duty to ensure any fittings removed of are disposed in an appropriate manner	Not applicable	
<b>r.29</b>	power to dispose of any metal substance or non-human substance recovered from a cremator	Not applicable	
<b>r.30(2)</b>	power to release cremated human remains to certain persons	Not applicable	subject to any order of a court

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
[##]These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.31(1)	duty to make cremated human remains available for collection within 2 working days after the cremation	Not applicable	
r.31(2)	duty to hold cremated human remains for at least 12 months from the date of cremation	Not applicable	
r.31(3)	power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	Not applicable	
r.31(4)	duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	Not applicable	
r.32	duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	Not applicable	
r.33(1)	duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	Not applicable	
r.33(2)	duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	Not applicable	
r.34	duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)	Not applicable	
r.36	duty to provide statement that alternative vendors or supplier of monuments exist	Not applicable	



<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
[##]These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r. 40	power to approve a person to play sport within a public cemetery	Not applicable	
r. 41(1)	power to approve fishing and bathing within a public cemetery	Not applicable	
r. 42(1)	power to approve hunting within a public cemetery	Not applicable	
r. 43	power to approve camping within a public cemetery	Not applicable	
r. 45(1)	power to approve the removal of plants within a public cemetery	Not applicable	
r. 46	power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	Not applicable	
r. 47(3)	power to approve the use of fire in a public cemetery	Not applicable	
r. 48(2)	power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	GMSOD	
<b>Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules</b>			
Schedule 2, clause 4	power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of Schedule 2	GMSOD	see note above regarding model rules
Schedule 2, clause 5(1)	duty to display the hours during which pedestrian access is available to the cemetery	GMSOD	see note above regarding model rules



# Maddocks

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
[##]These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 2, clause 5(2)	duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery, and (b) any changes to those hours	GMSOD	see note above regarding model rules
Schedule 2, clause 6(1)	power to give directions regarding the manner in which a funeral is to be conducted	Not applicable	see note above regarding model rules
Schedule 2, clause 7(1)	power to give directions regarding the dressing of places of interment and memorials	Not applicable	see note above regarding model rules
Schedule 2, clause 8	power to approve certain mementos on a memorial	Not applicable	see note above regarding model rules
Schedule 2, clause 11(1)	power to remove objects from a memorial or place of interment	Not applicable	see note above regarding model rules
Schedule 2, clause 11(2)	duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	Not applicable	see note above regarding model rules
Schedule 2, clause 12	power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	Not applicable	see note above regarding model rules
Schedule 2, clause 14	power to approve an animal to enter into or remain in a cemetery	Not applicable	see note above regarding model rules
Schedule 2, clause 16(1)	power to approve construction and building within a cemetery	Not applicable	see note above regarding model rules

**CEMETERIES AND CREMATORIA REGULATIONS 2015**

These provisions apply to Councils appointed as a cemetery trust under section 5 of the *Cemeteries and Crematoria Act 2003*, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53) (Commenced 27 June 2015)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 2, clause 17(1)	power to approve action to disturb or demolish property of the cemetery trust	Not delegated	see note above regarding model rules
Schedule 2, clause 18(1)	power to approve digging or planting within a cemetery	GMSOD	see note above regarding model rules

**PLANNING AND ENVIRONMENT REGULATIONS 2005**

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r.6	duty of responsible authority to provide copy of matter considered under section 60(1A)(g) for inspection free of charge	GMGD, MSPCS, CSP	
r.7	duty of responsible authority to provide copy information or report requested by Minister	GMGD, MSPCS, CSP	
r.22	power of responsible authority to require verification of information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in application for permit or to amend a permit or any information provided under section 54 of the Act	GMGD, MSPCS, CSP	
r.55	duty of responsible authority to tell Registrar of Titles under r 183 of the Act of the cancellation or amendment of an agreement	GMGD, MSPCS	

<b>PLANNING AND ENVIRONMENT REGULATIONS 2015</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
<b>r. 6</b>	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	GMGD, MSPD	where Council is not the planning authority and the amendment affects land within its municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
<b>r.21</b>	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	GMGD, MSPCS, CSP	
<b>r.25(a)</b>	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	GMGD, MSPCS, CSP	where Council is the responsible authority
<b>r.25(b))</b>	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	GMGD, MSPCS, CSP	where Council is not the responsible authority but the relevant land is within Council's municipal district
<b>r.42</b>	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	GMGD, MSPCS, MSPD	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.

**NOTE: Planning and Environment (Fees) Regulations change annually**

<b>PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016</b>			
Column 1	Column 2	Column 3	Column 4
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
r.19	power to waive or rebate a fee relating to an amendment of a planning scheme	GMGD, MSPD	
r.20	power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	GMGD, MSPD	
r.21	duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.19 or 20	GMGD, MSPD	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.7	function of entering into a written agreement with a caravan park owner	CCHS, SEHO, EHO	
r.11	function of receiving application for registration	CCHS, SEHO, EHO	
r.13(1)	duty to grant the registration if satisfied that the caravan park complies with these regulations	CCHS, SEHO, EHO	
r.13(2)	duty to renew the registration if satisfied that the caravan park complies with these regulations	CCHS, SEHO, EHO	
r.13(2)	power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	MSPCS, CCHS	
r.13(4) & (5)	duty to issue certificate of registration	CCHS, SEHO, EHO	
r.15(1)	function of receiving notice of transfer of ownership	CCHS, SEHO, EHO	
r.15(3)	power to determine where notice of transfer is displayed	CCHS, SEHO, EHO	
r.16(1)	duty to transfer registration to new caravan park owner	CCHS, SEHO, EHO	
r.16(2)	duty to issue a certificate of transfer of registration	CCHS, SEHO, EHO	
r.17(1)	power to determine the fee to accompany applications for registration or applications for renewal of registration	CCHS, SEHO, EHO	
r.18	duty to keep register of caravan parks	CCHS, SEHO, EHO	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.19(4)	power to determine where the emergency contact person's details are displayed	CCHS, SEHO, EHO	
r.19(6)	power to determine where certain information is displayed	CCHS, SEHO, EHO	
r.22A(1)	duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	CCHS, SEHO, EHO	
r.22A(2)	duty to consult with relevant emergency services agencies	CCHS, SEHO, EHO	
r.23	power to determine places in which caravan park owner must display a copy of emergency procedures	CCHS, SEHO, EHO	
r.24	power to determine places in which caravan park owner must display copy of public emergency warnings	CCHS, SEHO, EHO	
r.25(3)	duty to consult with relevant floodplain management authority	CCHS, SEHO, EHO	
r.26	duty to have regard to any report of the relevant fire authority	CCHS, SEHO, EHO	
r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	CCHS, SEHO, EHO	
r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	CCHS, SEHO, EHO	
r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	CCHS, SEHO, EHO	



<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.40(4)	function of receiving installation certificate	CCHS, SEHO, EHO	
r.42	power to approve use of a non-habitable structure as a dwelling or part of a dwelling	CCHS, SEHO, EHO	
Schedule 3 clause 4(3)	power to approve the removal of wheels and axles from unregistrable movable dwelling	CCHS, SEHO, EHO	

<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2005</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
f.304(1)	duty to conduct reviews of road management plan		
f.302(2)	duty to give notice of review of road management plan		
f.302(5)	duty to produce written report of review of road management plan and make report available		
f.303	duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the Act		
f.306(2)	duty to record on road management plan the substance and date of effect of amendment		
f.504(1)	power to issue permit		where council is the coordinating road authority
f.504(4)	power to charge fee for issuing permit under regulation 504(4)		where council is the coordinating road authority
f.503(1)	power to give written consent to person to drive on road a vehicle which is likely to cause damage to road		where council is the coordinating road authority
f.508(3)	power to make submission to Tribunal		where council is the coordinating road authority
f.509(1)	power to remove objects, refuse, rubbish or other material deposited or left on road		where council is the responsible road authority
f.509(2)	power to sell or destroy things removed from road or part of road (after first complying with regulation 509(3))		where council is the responsible road authority

<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2005</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.509(4)	power to recover in the Magistrates' Court, expenses from person responsible		

<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
<b>r.8(1)</b>	duty to conduct reviews of road management plan	GMI, MO, MAM	
<b>r.9(2)</b>	duty to produce written report of review of road management plan and make report available	GMI, MO, MAM	
<b>r.9(3)</b>	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	GMI, MO, MAM	where council is the coordinating road authority
<b>r.10</b>	duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the Act	GMI, MO, MAM	
<b>r.13(1)</b>	Duty to publish notice of amendments to road management plan	GMI, MO, MAM	where council is the coordinating road authority
<b>r.13(3)</b>	duty to record on road management plan the substance and date of effect of amendment	GMI, MO, MAM	
<b>r.16(3)</b>	power to issue permit	GMI, MES, MAM	where council is the coordinating road authority
<b>r.18(1)</b>	power to give written consent re damage to road	GMI, MO, MAM	where council is the coordinating road authority
<b>r.23(2)</b>	power to make submission to Tribunal	GMI, MO, MAM	where council is the coordinating road authority
<b>r.23(4)</b>	power to charge a fee for application under section 66(1) Road Management Act	GMI, MO, MAM	where council is the coordinating road authority

<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
<b>r.25(1)</b>	power to remove objects, refuse, rubbish or other material deposited or left on road	GMI, MO, SCSO	where council is the responsible road authority
<b>r.25(2)</b>	power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	GMI, MO, SCSO	where council is the responsible road authority
<b>r.25(5)</b>	power to recover in the Magistrates' Court, expenses from person responsible	GMI, MO, SCSO	

<b>ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2005</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.10	power to exempt a person from requirement under clause 13(1) of Schedule 7 to the Act to give notice as to the completion of those works		where council is the coordinating road authority and where consent given under section 63(1) of the Act
r.18(2)	power to waive whole or part of fee in certain circumstances		where council is the coordinating road authority

<b>ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.15	power to exempt a person from requirement under clause 13(1) of Schedule 7 of the Act to give notice as to the completion of those works	GMI, MAM	where council is the coordinating road authority and where consent given under section 63(1) of the Act
r.22(2)	power to waive whole or part of fee in certain circumstances	Not delegated	where council is the coordinating road authority

### 11.3.3 Discontinuance of a portion of Bradshaw Street, Ballan.

#### Introduction

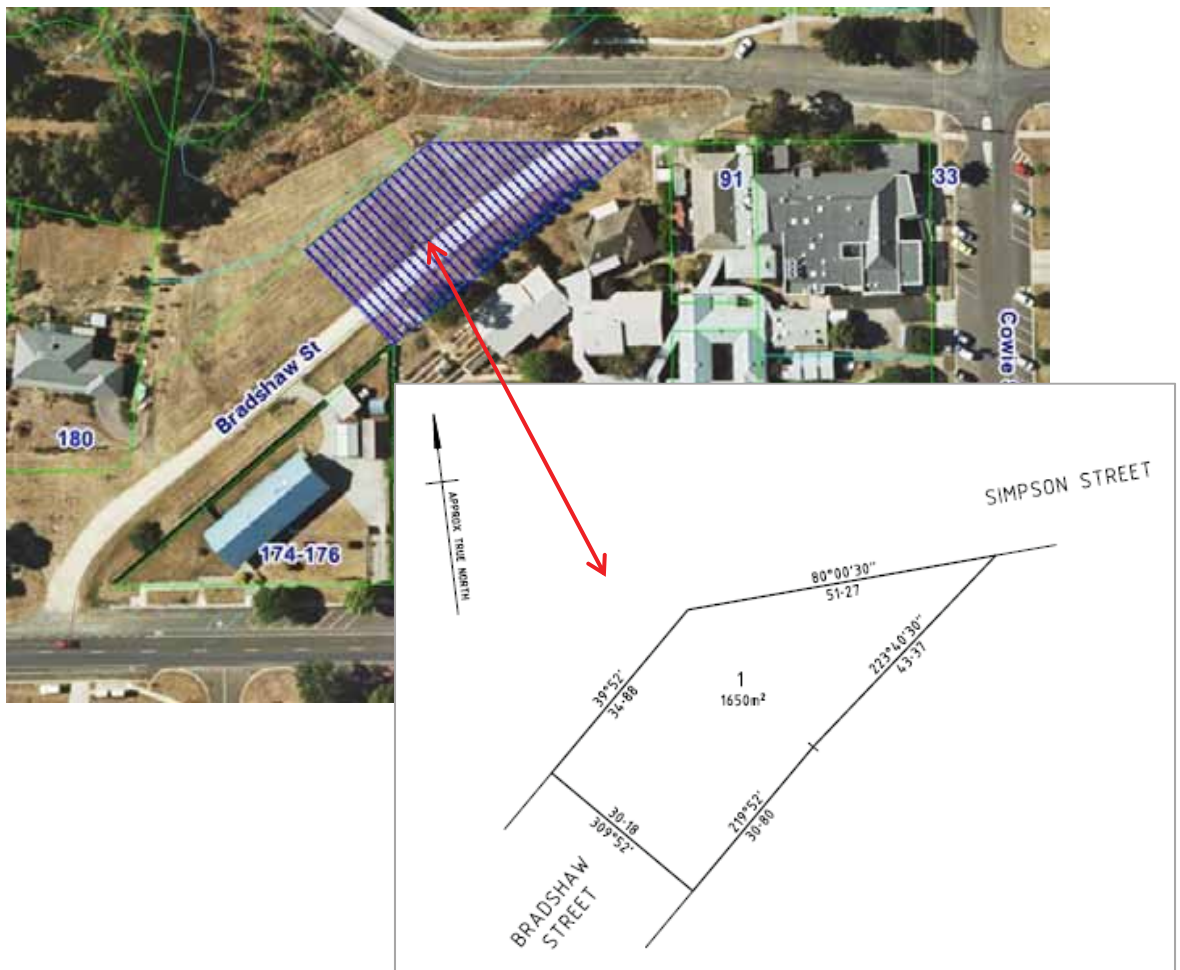
File No.: 1027  
 Author: John Whitfield  
 General Manager: Danny Colgan

#### Background

Ballan District Health and Care have a proposal to expand their aged care facilities. In order to facilitate this development, Ballan District Health and Care have requested Council discontinue a portion of government road reserve identified as Bradshaw Street, Ballan which abuts its land to the north; land parcels PC352995 and TP122251.

At the Ordinary Meeting of Council on Wednesday 3 May 2017, Council resolved to advertise its intention to discontinue a portion of government road reserve identified as Bradshaw Street, Ballan and seek public submissions under Sections 207A and 223 of the *Local Government Act 1989* (the Act).

The area as highlighted on the plan provided below extends from the eastern boundary of the Victoria Police facility though to the bollards at the intersection of Simpson Street and Bradshaw Street.



It is considered that with the bollards at the eastern end of Bradshaw Street having been in place for many years now, this portion of Bradshaw Street is no longer reasonably required for general public use or for the purpose it was originally set aside for and that the land be better utilised by the adjoining property owner.

If discontinued, the land in a government road becomes unalienated Crown land. Council will liaise with the Department of Environment, Land, Water and Planning (DELWP) to commence arrangements to sell the area to the abutting registered proprietors as proposed for consolidation into their existing certificate of title with the purchaser to bear all costs associated with the sale.

### **Proposal**

In accordance with Sections 207A and 223 of the Act, Council advertised its intentions in the local (Moorabool News) and regional (Ballarat Courier) newspapers in May 2017 and on Council's website inviting public submissions on the proposed portion of road discontinuance being considered under Schedule 10 Clause 3 of the Act.

Preliminary consultation with DELWP and abutting property owners prior to the formal exhibition period was undertaken seeking approval of the proposal to discontinue a portion of government road reserve identified as Bradshaw Street, Ballan.

At the close of the public submission period, no submissions were received.

This report proposes that Council now formally resolve that a portion of government road reserve identified as Bradshaw Street, Ballan is not reasonably required for general public use and in accordance with Schedule 10 Clause 3 of the Act, discontinue the portion of government road reserve identified as Bradshaw Street, Ballan and advertise this discontinuance in the next available edition of the Victorian Government Gazette.

### **Policy Implications**

The Council Plan 2017-2021 provides as follows:

**Strategic Objective 1:** Providing Good Governance and Leadership

**Context 1C:** Our Business & Systems

**Actions** Legislative and Regulatory

The proposal for Council to discontinue a portion of government road reserve identified as Bradshaw Street, Ballan is consistent with the Council Plan 2017-2021.

### **Financial Implications**

Council's financial implications to date have been advertising costs and officer's time. The intended purchaser has agreed to meet the preliminary costs involved in discontinuing the road and to purchase the land once it becomes available to do so. As the sale of the land once the discontinuance is formalised is to be between DELWP and Ballan District Health and Care, the Council is not exposed to any further expense in this matter.



## **Risk & Occupational Health & Safety Issues**

There are no perceived risks or occupational health and safety issues related to this proposal.

## **Communications Strategy**

A report relating to the proposed discontinuance of a portion of government road reserve identified as Bradshaw Street, Ballan, was considered at an open Council Meeting on 3 May 2017 and the public submission process was subsequently advertised in local and regional newspapers. Preliminary consultation with DELWP and abutting property owners prior to the formal exhibition period was undertaken seeking approval of the proposal.

A notice of the decision to discontinue a portion of government road reserve is required to be published in the Victorian Government Gazette in accordance with the Act.

## **Victorian Charter of Human Rights and Responsibilities Act 2006**

In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.

## **Officer's Declaration of Conflict of Interests**

Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

### *General Manager – Danny Colgan*

In providing this advice to Council as the General Manager, I have no interests to disclose in this report.

### *Author – John Whitfield*

In providing this advice to Council as the Author, I have no interests to disclose in this report.

## **Conclusion**

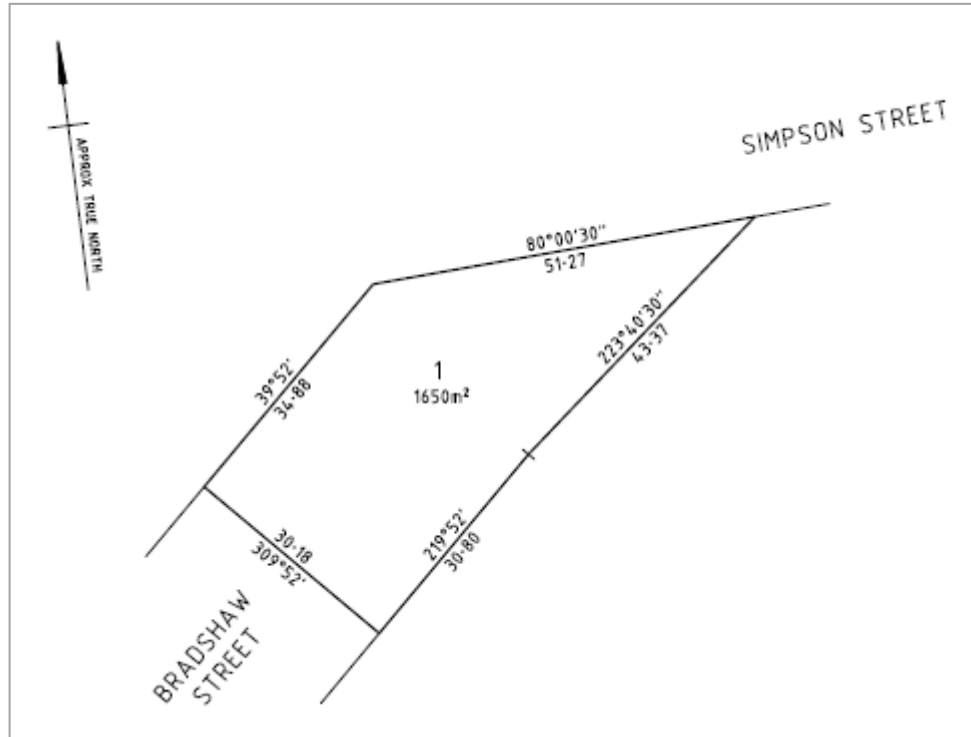
Having complied with the requirements under *the Local Government Act 1989*, Council is required to formally resolve that this portion of government road reserve identified as Bradshaw Street, Ballan is not reasonably required for general public use and to subsequently discontinue the portion of government road reserve identified as Bradshaw Street, Ballan and advertise this discontinuance in the next available edition of the Victorian Government Gazette.

After the necessary gazettal notice has been published Council will liaise with the Department of Environment, Land, Water and Planning (DELWP) to commence arrangements to sell the area to Ballan District Health and Care.

**Recommendation:**

**That Council:**

1. resolves that the portion of government road reserve identified as Bradshaw Street, Ballan to be discontinued (as shown on the plan below) is not reasonably required for general public use;



2. having complied with the requirements of Sections 207A and 223 and in accordance with Section 206 and Schedule 10 Clause 3 of the Local Government Act 1989, formally resolves to discontinue the portion of government road reserve identified as Bradshaw Street, Ballan;
3. requests officers to publish a notice of decision in the Victorian Government Gazette;
4. requests officers to liaise with the Department of Environment, Land, Water and Planning to facilitate the sale of this land to Ballan District Health and Care; and
5. notifies abutting property owners of its decision.

**Report Authorisation**

*Danny Colgan*

**Authorised by:**

**Name:** Danny Colgan  
**Title:** General Manager Social and Organisational Development  
**Date:** Tuesday 13 June 2017

### 11.3.4 Annual Local Government Community Satisfaction Survey 2017

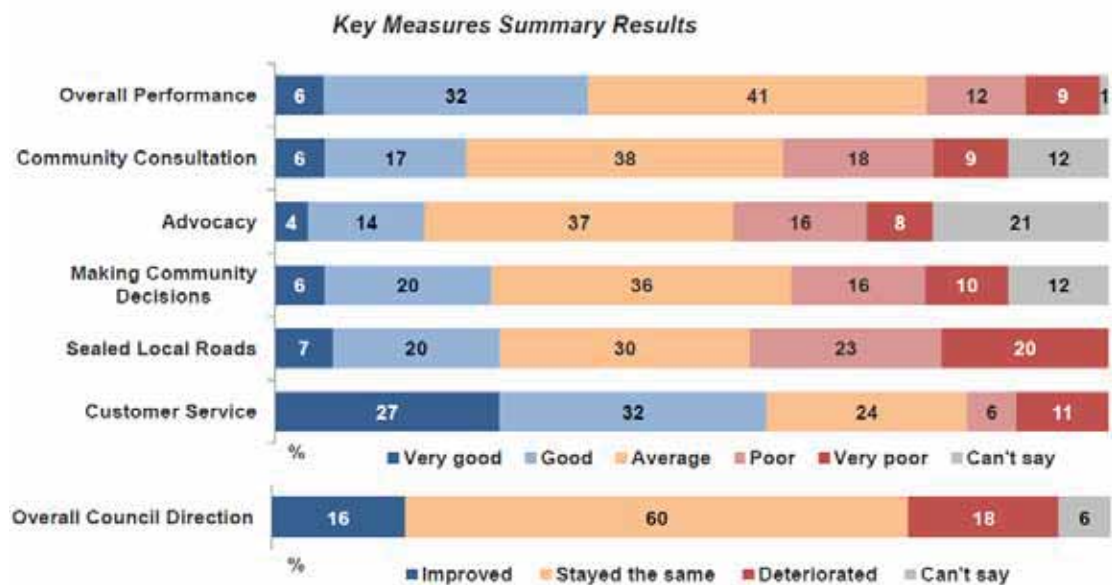
#### Introduction

File No.: 18/02/001  
 Author: John Whitfield  
 General Manager: Danny Colgan

#### Background

The report for the 2017 Community Satisfaction Survey commissioned by the Victorian State Government via the Department of Environment, Land, Water and Planning has now been received. The Satisfaction Survey is conducted independently by JWS Research. 68 out of 79 Victorian councils participated.

The Community Satisfaction Survey is optional and the main objectives are to assess the performance of Moorabool Shire Council across a range of measures and to seek insight into ways to provide improved or more effective service delivery. Moorabool Shire's 2017 key measures summary results are below.



#### 2017 Summary of Findings

A representatives from JWS Research briefed officers on 29 June 2017 on the 2017 Survey Report findings.

The researcher noted that the 2017 survey shows the overall performance index score of 54 was on a par with the Large Rural Council's group average but lower than the State average. Also notably the Council's 2017 overall score of 54 was equal to its 2016 result.

Community perception of other core measures indicated no significantly higher nor lower results than in 2016.

Like in 2016, the 18-34 years age group were the most favourably disposed towards the Council. Residents aged 35-49 years were the least favourably disposed across the board.

The table below summarises some key findings from the 2016 survey.

<p><b>Higher results in 2017</b> <i>(Significantly <u>higher</u> result than 2016)</i></p>	<ul style="list-style-type: none"> <li>• None applicable</li> </ul>
<p><b>Lower results in 2017</b> <i>(Significantly <u>lower</u> result than 2016)</i></p>	<ul style="list-style-type: none"> <li>• None applicable</li> </ul>
<p><b>Most favourably disposed towards Council</b></p>	<ul style="list-style-type: none"> <li>• Aged 18-34 years</li> </ul>
<p><b>Least favourably disposed towards Council</b></p>	<ul style="list-style-type: none"> <li>• Aged 35-49 years</li> </ul>

Customer Service was the Shire’s highest index score over all the categories measured with a score of 64.

Officers have discussed the possible reasons for the decrease in satisfaction in some measures however the focus needs to be on continuing to improve value for the community that will flow from our Business Excellence program, ongoing investment to reduce the infrastructure gap and a critical review of services via the Service Review and Planning Policy and framework adopted by the Council.

Interestingly, the survey report does not separate the opinions of those who have recently interacted with Council and those who haven’t. A significant number (42%) of respondents expressed their opinion on council performance without having any recent contact with the Council.

The Council’s Active Ageing and Community Access Service unit conducts its own survey of service users.

In 2016, Meals on Wheels customers participated in a survey to ascertain general satisfaction with the service.

37% of respondents were very satisfied with the meals provided, 36.5% were both satisfied and also neutral. Of the meals provided, 20% were happy with the choice every time, 50% were mostly happy and 30% sometimes happy with the choice available. 79% of respondents said the meal portions were just right, with 10.5% saying the portions were too large and 16% saying they were too small. These figures indicate an overall satisfaction with the service.

In 2016, Council also undertook a client satisfaction survey for the Active Ageing & Community Access unit. A similar survey was undertaken in 2012/2013 which has been used for comparison.

Respondents were asked to rate various aspects of the service. The highest average ratings were provided for professionalism of Community Support Workers (92), information being kept confidential (92) and the home maintenance program (91), with ratings indicating a high and consistent level of service being provided

Most respondents (78%) reported using the domestic assistance service. Less than one in five respondents said they use personal care (18%), property maintenance (18%) and delivered meals (13%). When assessing satisfaction with these particular services, using an average rating, personal care achieved the highest rating (93%), followed by delivered meals (90%), domestic assistance (89%) and property maintenance (83%). Satisfaction with these services was slightly higher than in the 2012/2013 survey.

Respondents were asked to list the service they current receive that is most valued and why. Nearly two thirds (64%) provided a response. Domestic assistance was named by 45% of those that use it. Personal care was named by one third (33%) who use it. Meals on wheels was named by 29% who use it, respite by 22% who use it and property maintenance by 21% who use it.

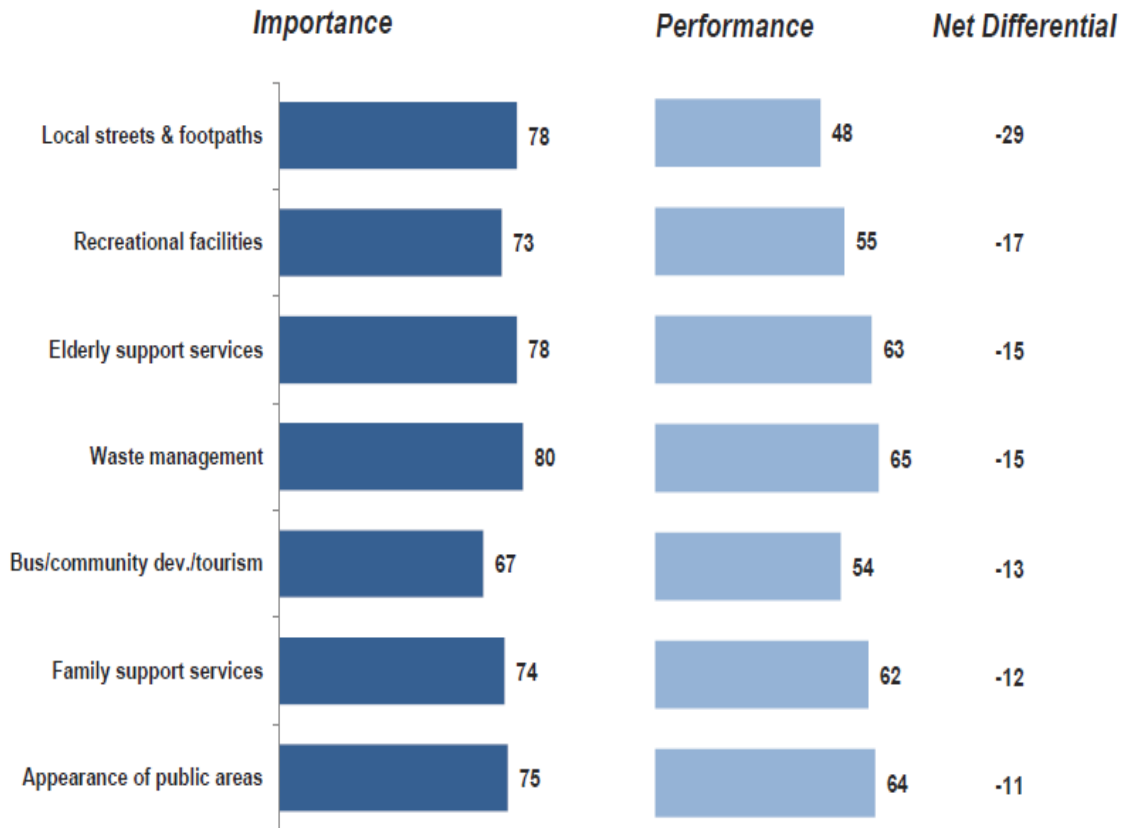
Respondents were asked 'how happy are you with the services you receive?' Overall satisfaction with services achieved an average rating of 89 out of 100: an excellent result, with only 2% saying they were 'somewhat dissatisfied'.

### **Key areas for improvement**

Areas with the biggest gap between the community perceptions of importance and performance were most considered likely to improve future community satisfaction survey ratings if the gaps became closer over time. (Assuming the community ratings on other services remain constant or improve).

The services identified in the 2017 survey with the biggest differentials are shown in the diagram below:

Service areas where importance exceeds performance by 10 points or more, suggesting further investigation is necessary:



The four Council services showing the greatest difference between the importance of the service compared to our performance in delivering that service are:

- Local streets and footpaths
- Recreational facilities
- Elderly support services; and
- Waste management

Council asked for the first time in the 2017 survey; *“What does Moorabool Shire Council MOST need to do to improve its performance?”*

The top three service areas that the community nominated in reply to this question were:

- Sealed Road Maintenance
- Community Consultation; and
- Recreational Facilities.

In taking these results on board, a number of specific actions to help improve performance and reduce the gap between the survey performance and importance scores have been considered. They include:

- Consider increased investment in sealed local roads
- Consider increased investment in local streets and footpaths shire wide

- Continue the business excellence continuous improvement program to ensure that the needs of service users and communities are better understood and changes to programs and services made accordingly
- Undertake level of service reviews including extensive community engagement with service users and the broader communities of Moorabool on their service needs.
- Continue to grow community awareness of council activity via digital means.
- Implement Draft Recreation Reserve Management Framework and policies
- Implement the recommendations of the Council's Recreation and Leisure Strategic Plan 2015-2021
- Continued advocacy to State and Federal Governments for further investment in Sports and Recreation Facilities in Moorabool
- Continued advocacy and facilitation of investment by government and non-government organisations in family support services in Moorabool.

### **Proposal**

This report is to inform Council and the community on the result of the 2017 Community Satisfaction Survey. The report is attached and copies will be made available for public perusal at each of Council's offices located at 15 Stead Street, Ballan, 182 Halletts Way, Darley and at the Lerderderg Library, 215 Main Street, and Bacchus Marsh. It will also be placed on Council's website.

### **Policy Implications**

The Council Plan 2017-2021 provides as follows;

**Strategic Objective 1:** Providing Good Governance and Leadership

**Context 1C:** Our Business & Systems

**Actions** Legislative and Regulatory

The proposal to inform Council and the community of the Community Satisfaction Survey results is consistent with the Council Plan 2017-2021.

### **Financial Implications**

There are no direct financial implications however outcomes of the survey will continue to influence budgetary decision making and project prioritisation.

### **Communications Strategy**

An advertisement will be placed in the Moorabool News advising the Community Satisfaction Survey is available for viewing at all Council offices and on Council's website. A media release will be prepared highlighting key survey findings and where to obtain the report.



## **Victorian Charter of Human Rights and Responsibilities Act 2006**

In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.

### **Officer's Declaration of Conflict of Interests**

Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

*General Manager – Danny Colgan*

In providing this advice to Council as the General Manager Social and Organisational Development, I have no interests to disclose in this report.

*Author – John Whitfield*

In providing this advice to Council as the Author, I have no interests to disclose in this report.

### **Conclusion**

The 2017 survey provides a snapshot of the community's view of Council's performance during February and March 2017. It indicates the importance the community places on a range of services relative to their view of how they are delivered.

The results of the Annual Community Satisfaction Survey 2017 show Council's overall performance and direction are similar to last year's results. The survey shows Council's overall direction and performance remains at a score of 54.

When compared with the 2017 category average for large rural council's, Moorabool's survey outcomes were generally on par with this group's average and lower than the State average for most core and individual services.

### **Recommendation:**

#### **That Council:**

- 1. Receives the Annual Community Satisfaction Survey 2017.**
- 2. Refers the feedback to the development of future strategic plans, the Council Plan and annual budgets.**
- 3. Makes copies of the 2017 Annual Community Satisfaction Survey available for public perusal at each of Council's office locations and on Council's website.**

---

### **Report Authorisation**

#### **Authorised by:**

  
**Name:** Danny Colgan  
**Title:** General Manager Social & Organisational Development  
**Date:** Friday 9 June 2017



# Attachment - Item 11.3.4



**LOCAL GOVERNMENT COMMUNITY SATISFACTION SURVEY  
MOORABOOL SHIRE COUNCIL**

**2017 RESEARCH REPORT.**

**COORDINATED BY THE DEPARTMENT OF ENVIRONMENT, LAND, WATER AND  
PLANNING ON BEHALF OF VICTORIAN COUNCILS**



# CONTENTS

---

- [Background and objectives](#)
- [Survey methodology and sampling](#)
- [Further information](#)
- [Key findings & recommendations](#)
- [Summary of findings](#)
- [Detailed findings](#)
  - [Key core measure: Overall performance](#)
  - [Key core measure: Customer service](#)
  - [Key core measure: Council direction indicators](#)
  - [Individual service areas](#)
  - [Detailed demographics](#)
- [Appendix A: Detailed survey tabulations](#)
- [Appendix B: Further project information](#)

# BACKGROUND AND OBJECTIVES

---

Welcome to the report of results and recommendations for the 2017 State-wide Local Government Community Satisfaction Survey for Moorabool Shire Council.

Each year Local Government Victoria (LGV) coordinates and auspices this State-wide Local Government Community Satisfaction Survey throughout Victorian local government areas. This coordinated approach allows for far more cost effective surveying than would be possible if councils commissioned surveys individually.

Participation in the State-wide Local Government Community Satisfaction Survey is optional. Participating councils have various choices as to the content of the questionnaire and the sample size to be surveyed, depending on their individual strategic, financial and other considerations.

The main objectives of the survey are to assess the performance of Moorabool Shire Council across a range of measures and to seek insight into ways to provide improved or more effective service delivery. The survey also provides councils with a means to fulfil some of their statutory reporting requirements as well as acting as a feedback mechanism to LGV.

This survey was conducted by Computer Assisted Telephone Interviewing (CATI) as a representative random probability survey of residents aged 18+ years in Moorabool Shire Council.

Survey sample matched to the demographic profile of Moorabool Shire Council as determined by the most recent ABS population estimates was purchased from an accredited supplier of publicly available phone records, including up to 10% mobile phone numbers to cater to the diversity of residents within Moorabool Shire Council, particularly younger people.

A total of n=400 completed interviews were achieved in Moorabool Shire Council. Survey fieldwork was conducted in the period of 1st February – 30th March, 2017.

The 2017 results are compared with previous years, as detailed below:

- 2016, n=400 completed interviews, conducted in the period of 1<sup>st</sup> February – 30<sup>th</sup> March.
- 2015, n=400 completed interviews, conducted in the period of 1<sup>st</sup> February – 30<sup>th</sup> March.
- 2014, n=400 completed interviews, conducted in the period of 31<sup>st</sup> January – 11<sup>th</sup> March.
- 2013, n=400 completed interviews, conducted in the period of 1<sup>st</sup> February – 24<sup>th</sup> March.
- 2012, n=400 completed interviews, conducted in the period of 18<sup>th</sup> May – 30<sup>th</sup> June.

Minimum quotas of gender within age groups were applied during the fieldwork phase. Post-survey weighting was then conducted to ensure accurate representation of the age and gender profile of the Moorabool Shire Council area.

Any variation of +/-1% between individual results and net scores in this report or the detailed survey tabulations is due to rounding. In reporting, ‘—’ denotes not mentioned and ‘0%’ denotes mentioned by less than 1% of respondents. ‘Net’ scores refer to two or more response categories being combined into one category for simplicity of reporting.



# SURVEY METHODOLOGY AND SAMPLING

Within tables and index score charts throughout this report, statistically significant differences at the 95% confidence level are represented by upward directing blue and downward directing red arrows. Significance when noted indicates a significantly higher or lower result for the analysis group in comparison to the 'Total' result for the council for that survey question for that year. Therefore in the example below:

- The state-wide result is significantly higher than the overall result for the council.
- The result among 50-64 year olds is significantly lower than for the overall result for the council.

Further, results shown in blue and red indicate significantly higher or lower results than in 2016. Therefore in the example below:

- The result among 35-49 year olds in the council is significantly higher than the result achieved among this group in 2016.
- The result among 18-34 year olds in the council is significantly lower than the result achieved among this group in 2016.

## Overall Performance – Index Scores (example extract only)



Note: Details on the calculations used to determine statistically significant differences may be found in Appendix B.

## FURTHER INFORMATION

---

Further information about the report and explanations about the State-wide Local Government Community Satisfaction Survey can be found in [Appendix B](#), including:

- [Background and objectives](#)
- [Margins of error](#)
- [Analysis and reporting](#)
- [Glossary of terms](#)

### **Contacts**

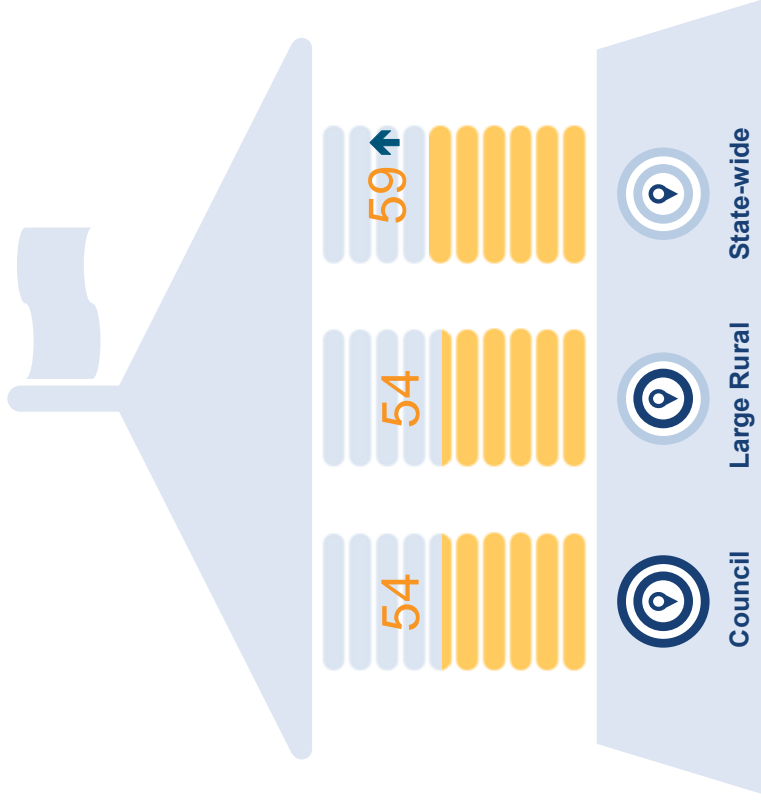
For further queries about the conduct and reporting of the 2017 State-wide Local Government Community Satisfaction Survey, please contact JWS Research on (03) 8685 8555.

# KEY FINDINGS & RECOMMENDATIONS





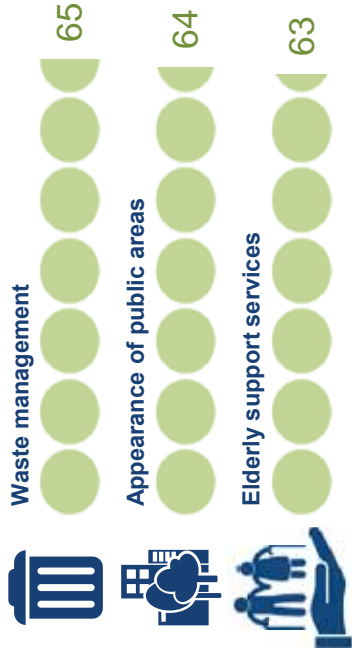
# MOORABOOL SHIRE COUNCIL



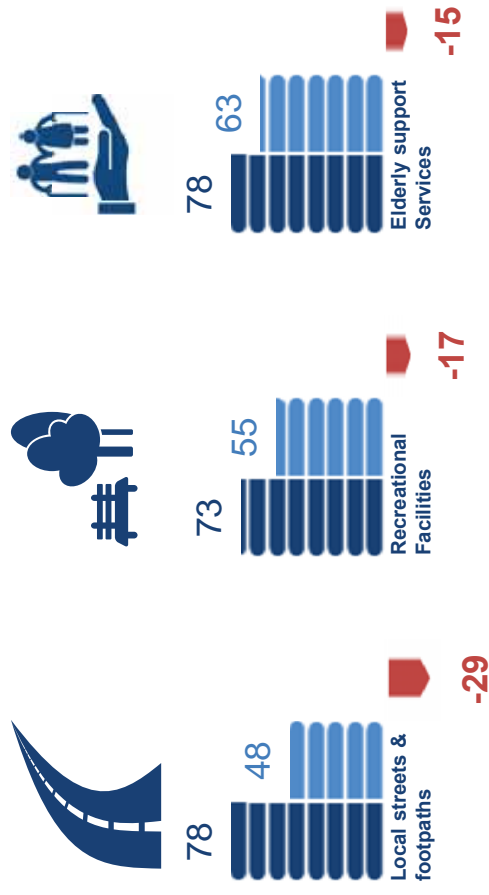
## OVERALL COUNCIL PERFORMANCE

Results shown are index scores out of 100.

## TOP 3 PERFORMING AREAS



## TOP 3 AREAS FOR IMPROVEMENT



Importance Performance Net differential

# OVERALL PERFORMANCE

---

The **overall performance index score of 54** for Moorabool Shire Council is consistent with the result achieved by Council in 2016. This defies the downward trend in overall performance seen from 2015 to 2016, and is a positive step towards moving closer to the high seen in 2013 (index score of 58).

- Moorabool Shire Council's overall performance is *significantly lower* (at the 95% confidence interval) than **the average rating for councils State-wide**, but is in line with **the average for councils in Large Rural areas** (index scores of 59 and 54 respectively).
- **All demographic and geographic sub-groups** have remained consistent in their rating of Moorabool Shire Council's overall performance in 2017 compared to 2016, with no significant increases or decreases occurring.
- Residents aged 18 to 34 years (index score of 61) rate Moorabool Shire Council's overall performance *significantly higher* than their counterparts, whilst those aged 35 to 49 years are *significantly lower* in their ratings (index score of 48).

Residents are slightly less likely to rate Moorabool Shire Council's overall performance as 'very good' (6%) than 'very poor' (9%). Another one-third of residents (32%) rate Council's overall performance as 'good', while a further 41% sit mid-scale providing an 'average' rating. Around one in ten (12%) rate Council's overall performance as 'poor'.

# OVERVIEW OF CORE PERFORMANCE MEASURES

Review of the core performance measures (as shown on page 19) shows that Moorabool Shire Council's **performance on five of the seven measures has decreased slightly** (but not significantly) compared to Council's own results in 2016. Additionally, the 2017 results are generally lower than the Large Rural average and *significantly lower* than State-wide council averages.

- **Community consultation and engagement and advocacy** comprise the only exceptions. In the case of both measures, Moorabool Shire Council's performance index is *significantly lower* than both the Large Rural and State-wide council averages.
- Council's performance index for making community decisions is the only core measure to see an increase in ratings in 2017 (index score of 49 and an increase of one point). Ratings however are slightly below the group average for Large Rural councils (two index points lower) and *significantly lower* than the State-wide average (five index points lower).
- Moorabool Shire Council's performance on sealed local roads is the only core measure that is in-line with the average for Large Rural councils (index score of 43). The result is still *significantly lower* than the average for councils State-wide (index score of 53).

Moorabool Shire Council performs best in the area of **customer service** (index score of 64). Customer service is the highest rated core performance measure. In the area of customer service, Moorabool Shire Council is slightly below average for Large Rural councils (two index points lower) and *significantly below* the State-wide council average (five index points lower).

**More than half (58%) of Moorabool Shire Council residents have had recent contact with Council.** This level of contact has been relatively consistent over time.

- In 2017, residents in the 'remainder of Shire' area are *significantly more* likely to have contacted Council (71%) than their counterparts.
- Those aged 18 to 34 years are *significantly less* likely to have contacted Council (47%).

**Moorabool Shire Council's customer service index of 64 is a reasonable result for Council.** As mentioned previously, it represents Council's strongest result on core measures. Of note, the index score of 64 represents a two point decline on Council's 2016 index score of 66. Customer service ratings have fluctuated from a steady peak of 68 seen in 2012 to 2014.

- A quarter of residents (27%) rate Council's customer service as 'very good', with a further 32% rating customer service as 'good'.

Whilst perceptions of customer service have generally remained consistent among most demographic and geographic sub-groups, there has been a noticeable decline in ratings amongst the following groups:

- Residents aged 35 to 49 years (nine point drop)
- Bacchus March residents (five point drop).

Whilst these declines are not significant, Council should focus on improving relations among these two groups moving forward, as the performance index scores among these sub-groups are at their lowest levels.



## AREAS WHERE COUNCIL IS PERFORMING WELL

**Beyond customer service, another area where Moorabool Shire Council is relatively well regarded is waste management.** With a performance index score of 65, it is the highest rated individual service area among residents.

- Waste management has consistently been rated highest of the individual service areas.
- Performance has been gradually declining from a steady high of 69 between 2012 to 2014.
- More than half of residents (59%) rate Council's performance in the area of waste management as 'very good' or 'good'.
- It is also considered to be the most important service area (importance index score of 80).
- There is however room for improvement with ratings on waste management *significantly lower* than the average for Large Rural and State-wide councils (68 and 71 index points respectively).

**The appearance of public areas** (performance index score of 64) is another area where Council is rated more highly compared to other areas. It is the second highest performing individual service area tested and sits mid-scale in terms of importance (importance index of 75).

**Elderly support services** performs third among individual service areas (performance index of 63), just behind the appearance of public areas. Elderly support services are rated second highest in importance by residents (importance index of 78).

- Ballan residents are *significantly more* favourable in their rating of elderly support services (performance index score of 71).

Again, there is room for improvement on the above measures as ratings are *significantly below* the average for Large Rural and State-wide councils.

## AREAS IN NEED OF ATTENTION

Whilst there are no significant declines in perceptions of performance of service areas in 2017, a four point drop on the measure of **sealed local roads** (index score of 43) is an area of concern for Council. This is also the service area which Council is seen to be **performing worst**.

- Performance on this measure has fluctuated since 2014 and is at the equal lowest level to date.
- Much of this decline can be attributed to more critical ratings on this issue in 2017 compared to 2016 from 'remainder of Shire' area residents and 65+ year olds. 'Remainder of Shire' area residents also rate Council *significantly lower* on this measure than their counterparts (index score of 32).

The other three areas that stand out as being most in need of Council attention are **advocacy** (performance index of 47), **community consultation and engagement and the condition of local streets and footpaths** (performance index of 48 for each). These are the next **worst performing** service areas. With respect to **all measures**, the result is *significantly lower* than the average for Large Rural and State-wide councils.

- **Local streets and footpaths** is the equal second highest ranking service area in terms of importance (importance index score of 78).
- **Advocacy** ratings have been gradually declining over time and are now at their lowest levels to date, from a peak performance index of 54 in 2012.
- **Consultation and engagement** ratings have been declining over time, with some fluctuations, and are now at their equal lowest level to date.

Feedback from residents on what they consider Council most needs to do to improve its performance in the next 12 months supports these findings, with **sealed road maintenance** volunteered by 18% of residents, **community consultation** volunteered by 14% and **footpaths/walking tracks** volunteered by 9% of residents.

## FOCUS AREAS FOR COMING 12 MONTHS

---

For the coming 12 months, Moorabool Shire Council should pay particular attention to the service areas where stated importance exceeds rated performance by more than 10 points. Key priorities include:

- **Local streets & footpaths** (margin of 29 points)
- **Recreational facilities** (margin of 17 points)
- **Elderly support services** (margin of 15 points)
- **Waste management** (margin of 15 points)
- **Business and community development and tourism** (margin of 13 points)
- **Family support services** (margin of 12 points)
- **Appearance of public areas** (margin of 11 points).

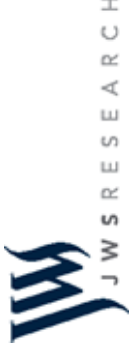
Consideration should also be given to residents aged 35 to 49 years and 50 to 64 years who appear to be most driving negative opinion in 2017.

On the positive side, Council should **maintain its relatively strong performance in the area of customer service**, and aim to shore up service areas that are currently rated higher than others, such as **waste management and the appearance of public areas**.

- It is also important to learn from what is working amongst other groups, especially residents aged 18 to 34 years, and residents of Ballan, and use these lessons to build performance experience and perceptions in other areas.

## **FURTHER AREAS OF EXPLORATION**

---



An approach we recommend is to further mine the survey data to better understand the profile of these over and under-performing demographic groups. This can be achieved via additional consultation and data interrogation, self-mining the SPSS data provided, or via the dashboard portal available to the council.

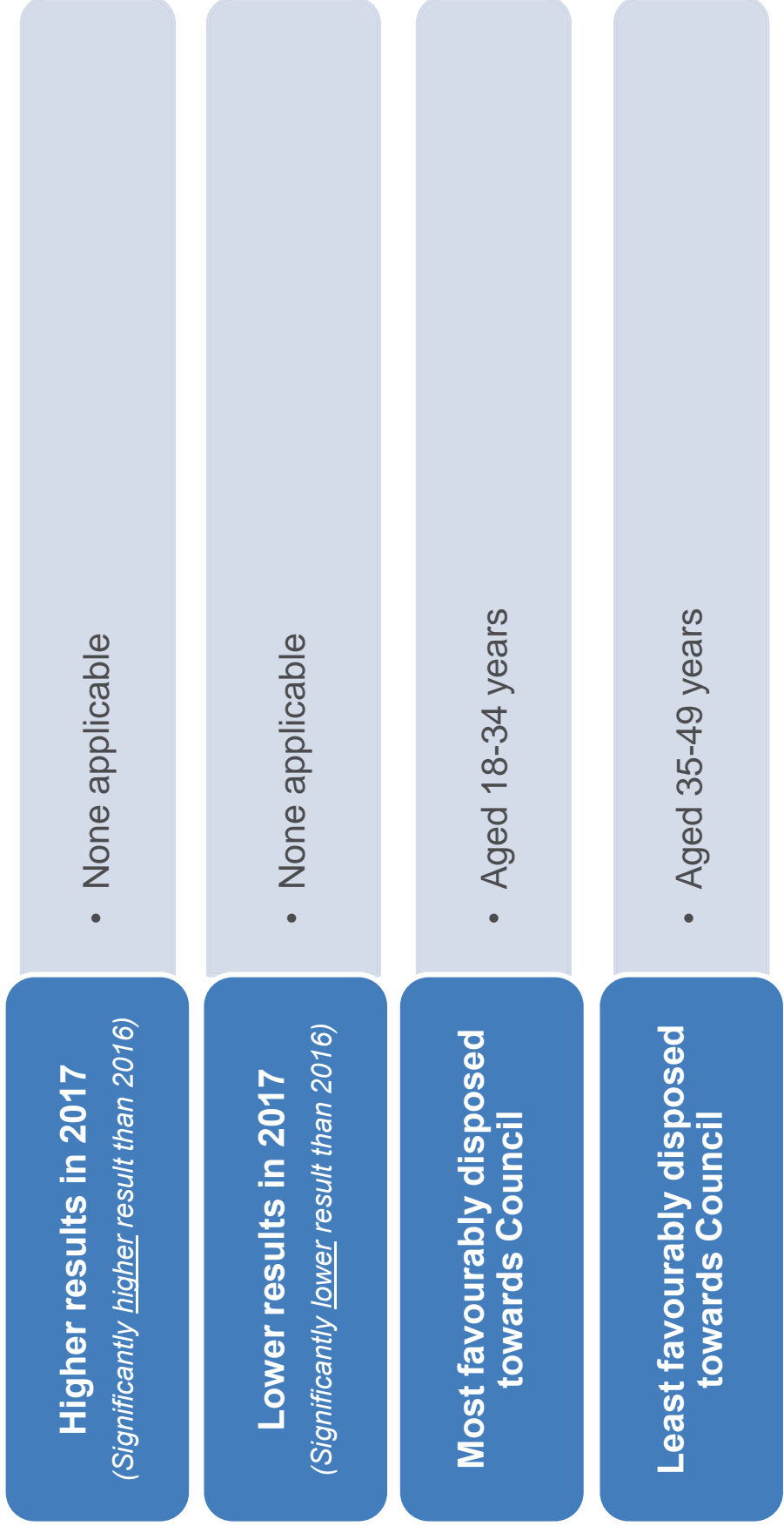
Please note that the category descriptions for the coded open ended responses are generic summaries only. We recommend further analysis of the detailed cross tabulations and the actual verbatim responses, with a view to understanding the responses of the key gender and age groups, especially any target groups identified as requiring attention.

**A personal briefing by senior JWS Research representatives is also available to assist in providing both explanation and interpretation of the results. Please contact JWS Research on 03 8685 8555.**

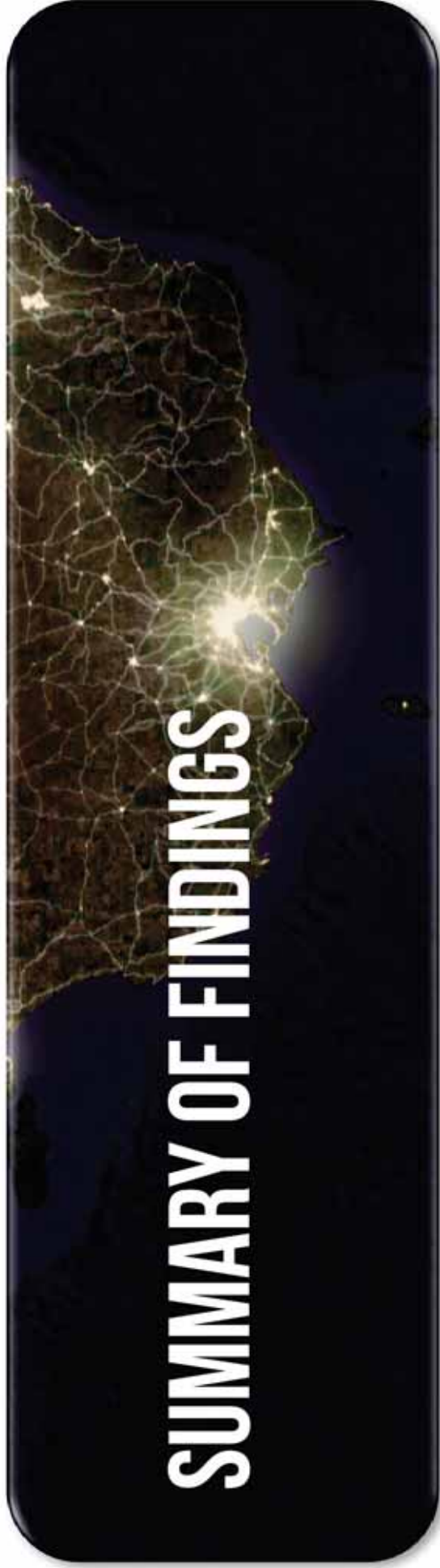


# SNAPSHOT OF KEY FINDINGS

---

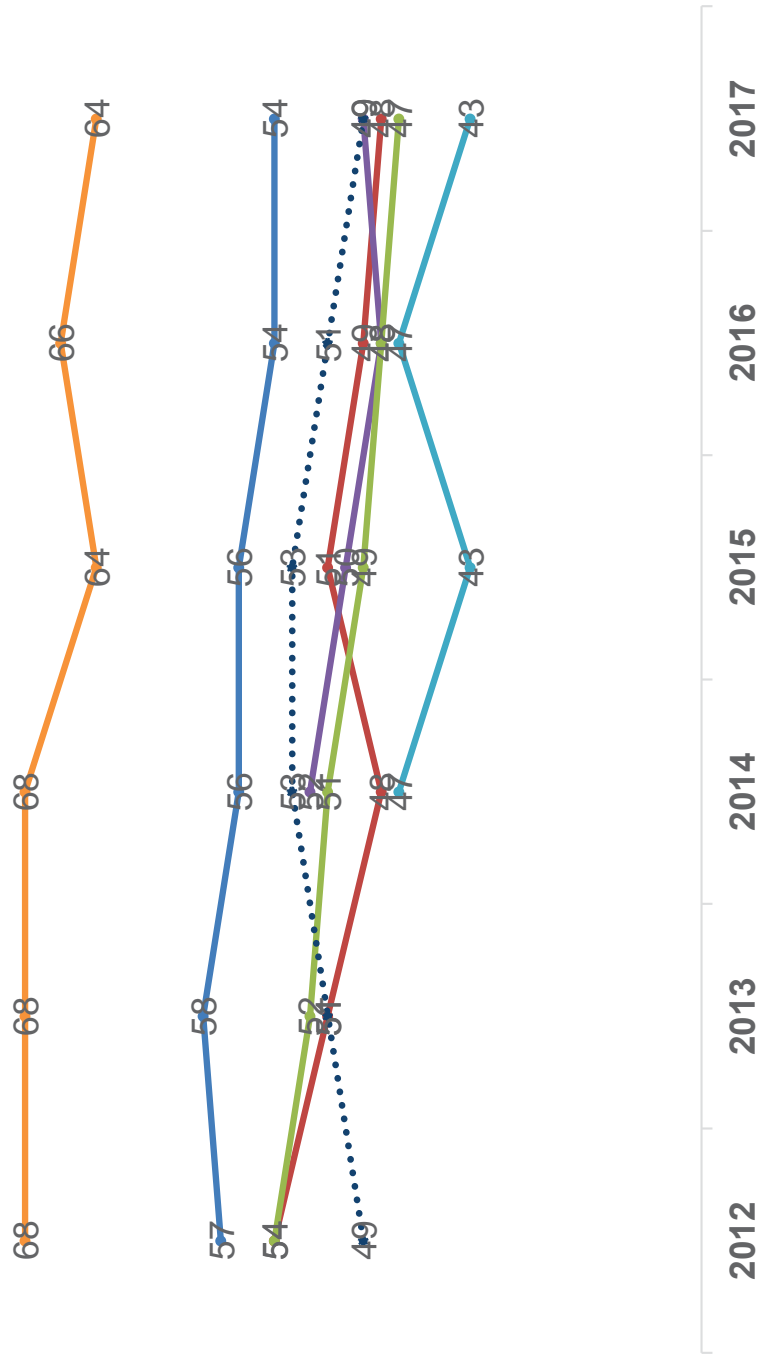
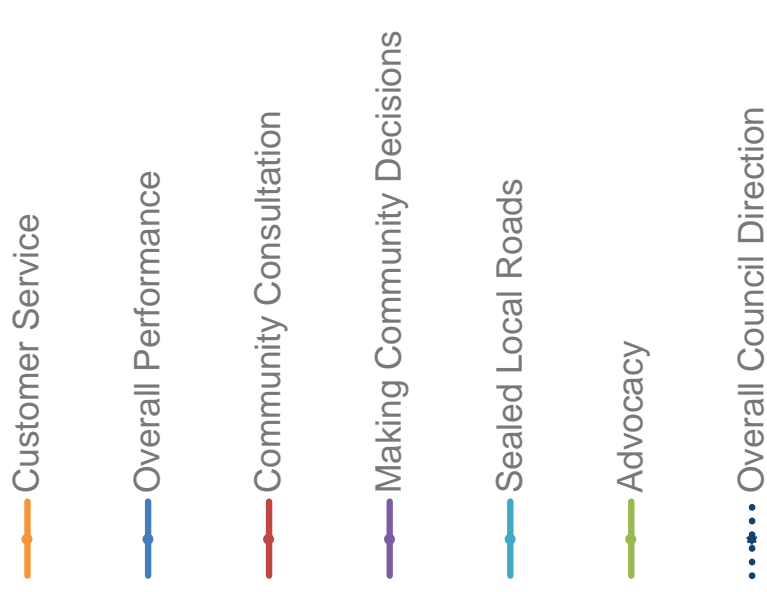


# SUMMARY OF FINDINGS



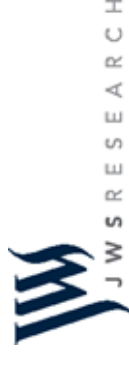
# 2017 SUMMARY OF CORE MEASURES

## INDEX SCORE RESULTS



# 2017 SUMMARY OF CORE MEASURES

## DETAILED ANALYSIS

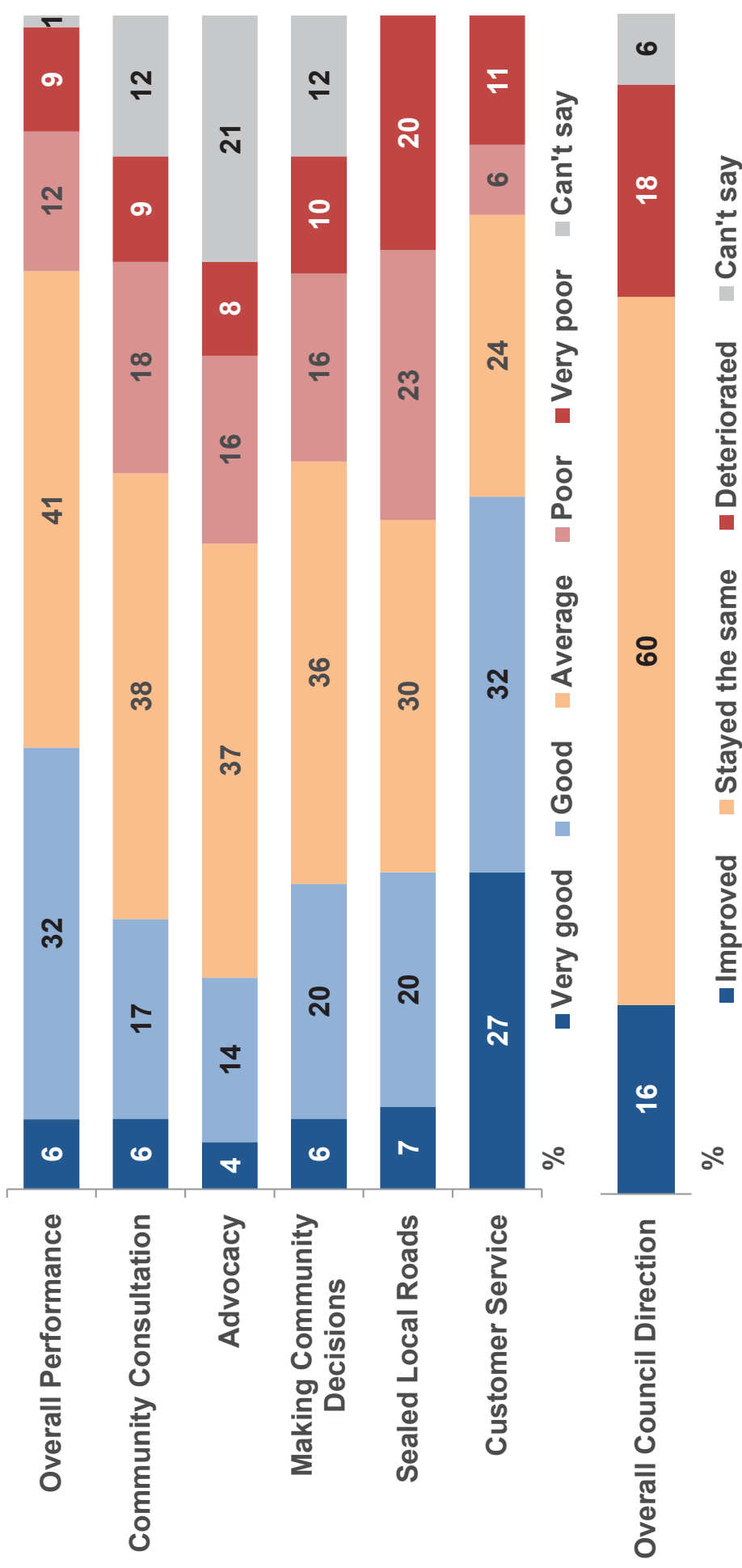


Performance Measures	Moorabool 2017	Moorabool 2016	Large Rural 2017	State-wide 2017	Highest score	Lowest score
<b>OVERALL PERFORMANCE</b>	<b>54</b>	54	54	59	Aged 18-34 years	Aged 35-49 years
<b>COMMUNITY CONSULTATION</b> (Community consultation and engagement)	<b>48</b>	49	52	55	Aged 18-34 years	Aged 50-64 years
<b>ADVOCACY</b> (Lobbying on behalf of the community)	<b>47</b>	48	51	54	Ballan, Aged 18-34 years	Aged 35-49 years
<b>MAKING COMMUNITY DECISIONS</b> (Decisions made in the interest of the community)	<b>49</b>	48	51	54	Ballan	Aged 35-64 years
<b>SEALED LOCAL ROADS</b> (Condition of sealed local roads)	<b>43</b>	47	43	53	Aged 18-34 years, Bacchus Marsh	Remainder of Shire
<b>CUSTOMER SERVICE</b>	<b>64</b>	66	66	69	Ballan	Men
<b>OVERALL COUNCIL DIRECTION</b>	<b>49</b>	51	52	53	Aged 18-34 years	Aged 35-49 years

# 2017 SUMMARY OF KEY COMMUNITY SATISFACTION PERCENTAGE RESULTS



Key Measures Summary Results

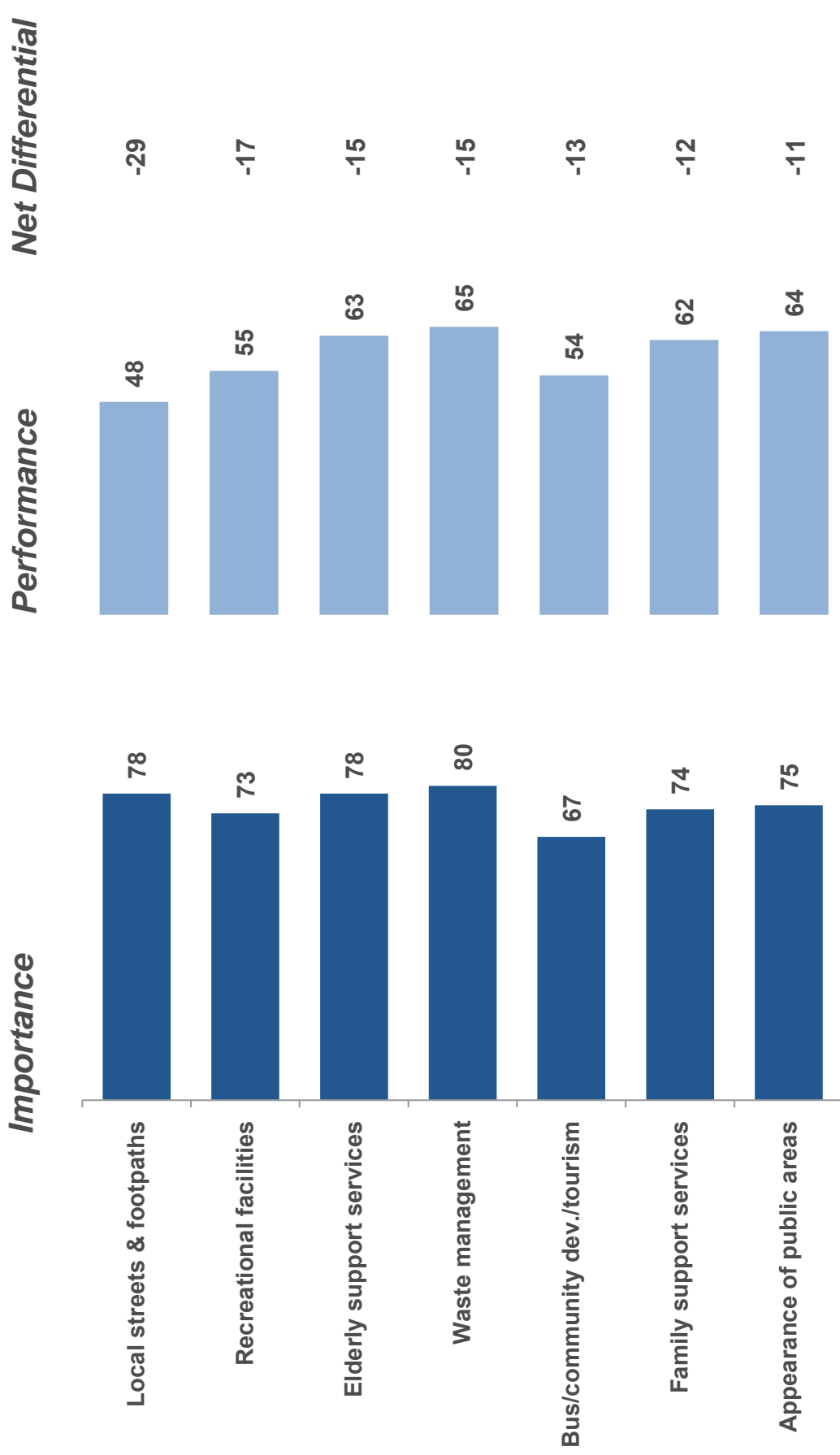


# INDIVIDUAL SERVICE AREAS INDEX SCORE SUMMARY

## IMPORTANCE VS PERFORMANCE



Service areas where importance exceeds performance by 10 points or more, suggesting further investigation is necessary:

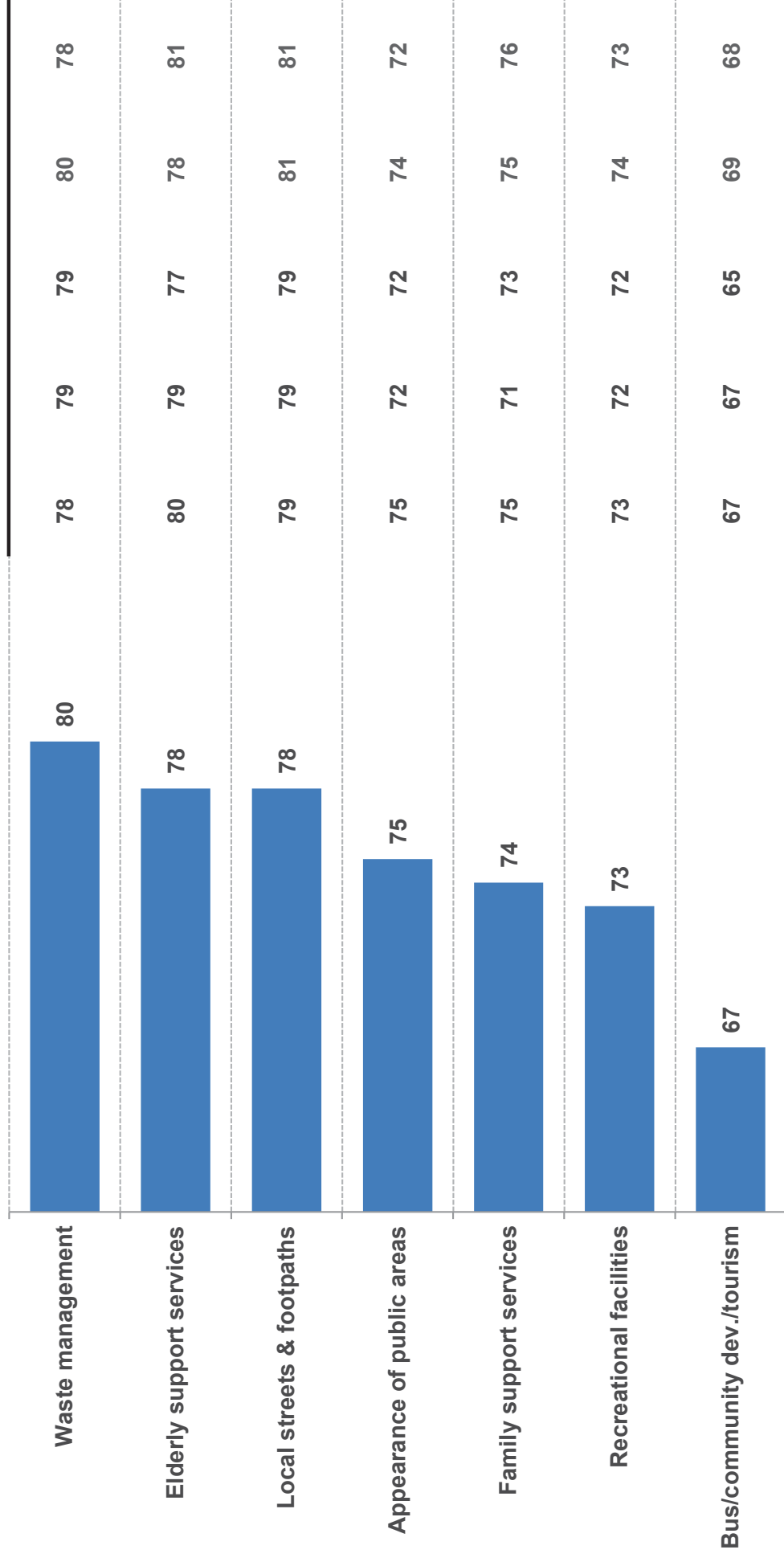


# 2017 IMPORTANCE SUMMARY

## INDEX SCORES OVER TIME



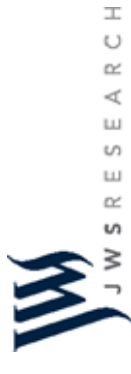
2017 Priority Area Importance



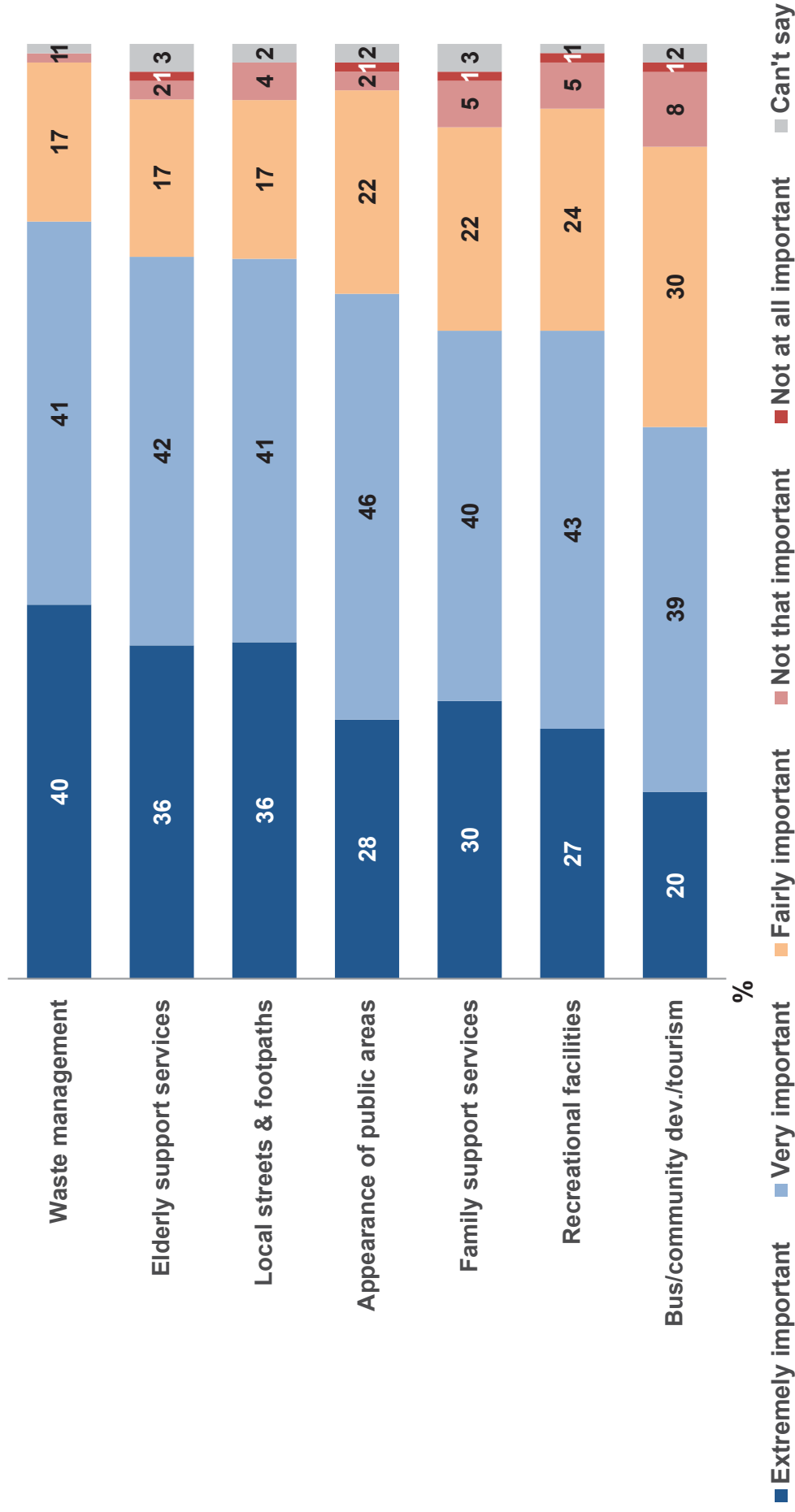
Q1. Firstly, how important should [RESPONSIBILITY AREA] be as a responsibility for Council?  
 Base: All respondents. Councils asked state-wide: 32 Councils asked group: 5  
 Note: Please see page 5 for explanation of significant differences

# INDIVIDUAL SERVICE AREAS IMPORTANCE

## DETAILED PERCENTAGES



### Individual Service Areas Importance



Q1. Firstly, how important should [RESPONSIBILITY AREA] be as a responsibility for Council?  
 Base: All respondents. Councils asked state-wide: 32 Councils asked group: 5

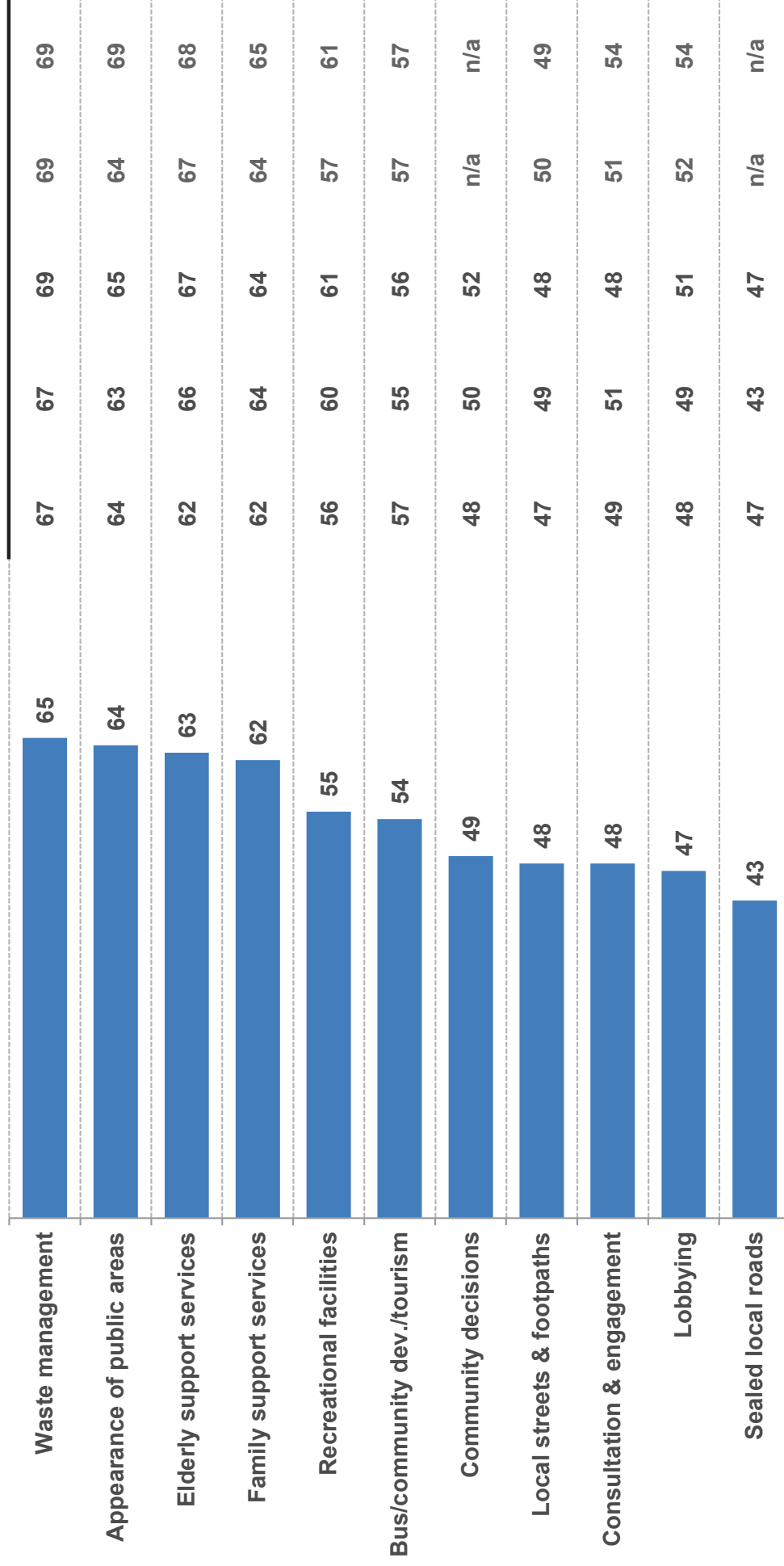


# 2017 PERFORMANCE SUMMARY

## INDEX SCORES OVER TIME



### 2017 Priority Area Performance



Q2. How has Council performed on [RESPONSIBILITY AREA] over the last 12 months?

Base: All respondents. Councils asked state-wide: 68 Councils asked group: 19

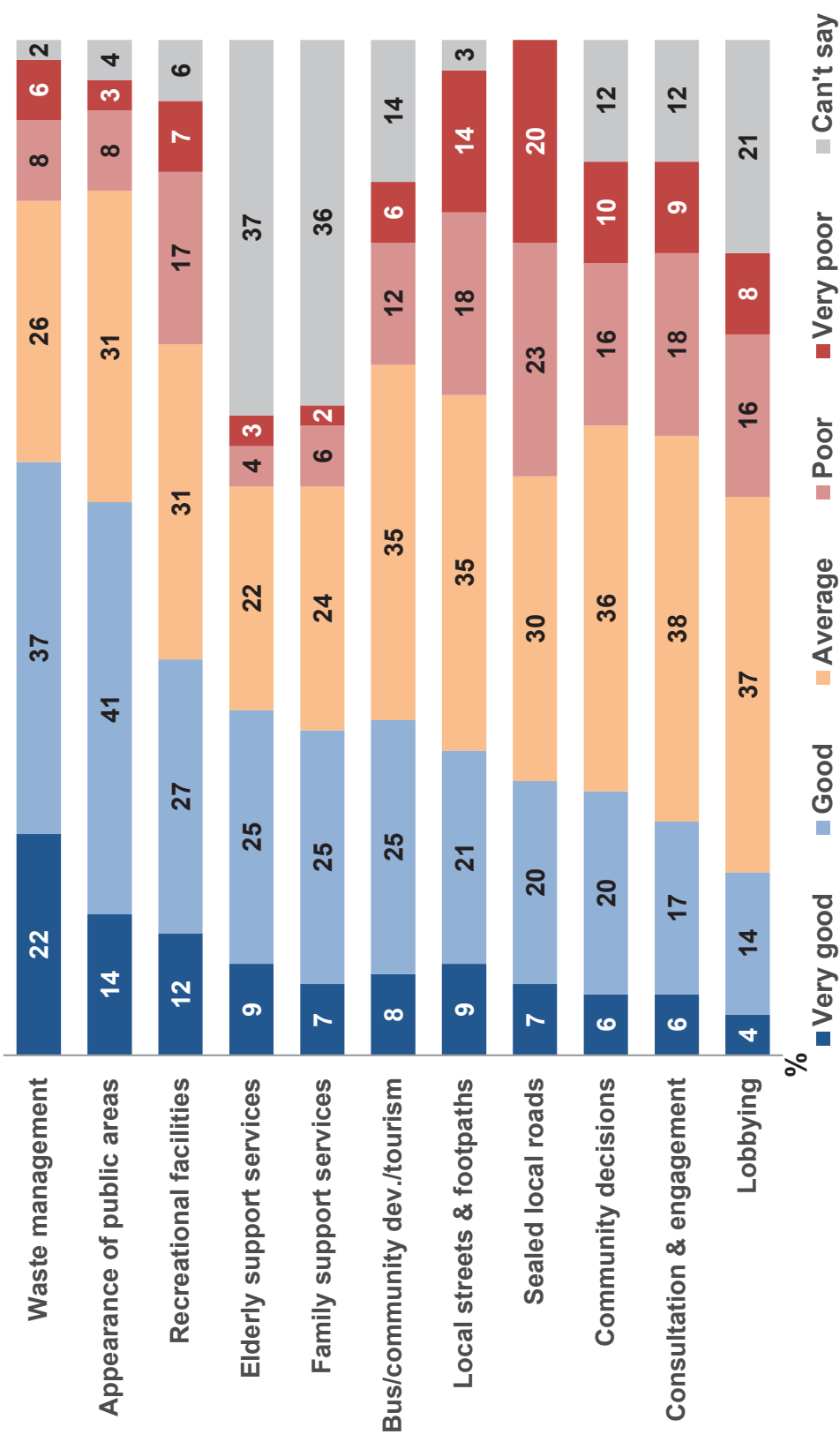
Note: Please see page 5 for explanation of significant differences

# INDIVIDUAL SERVICE AREAS PERFORMANCE

## DETAILED PERCENTAGES

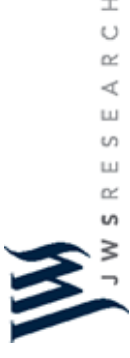


### Individual Service Areas Performance



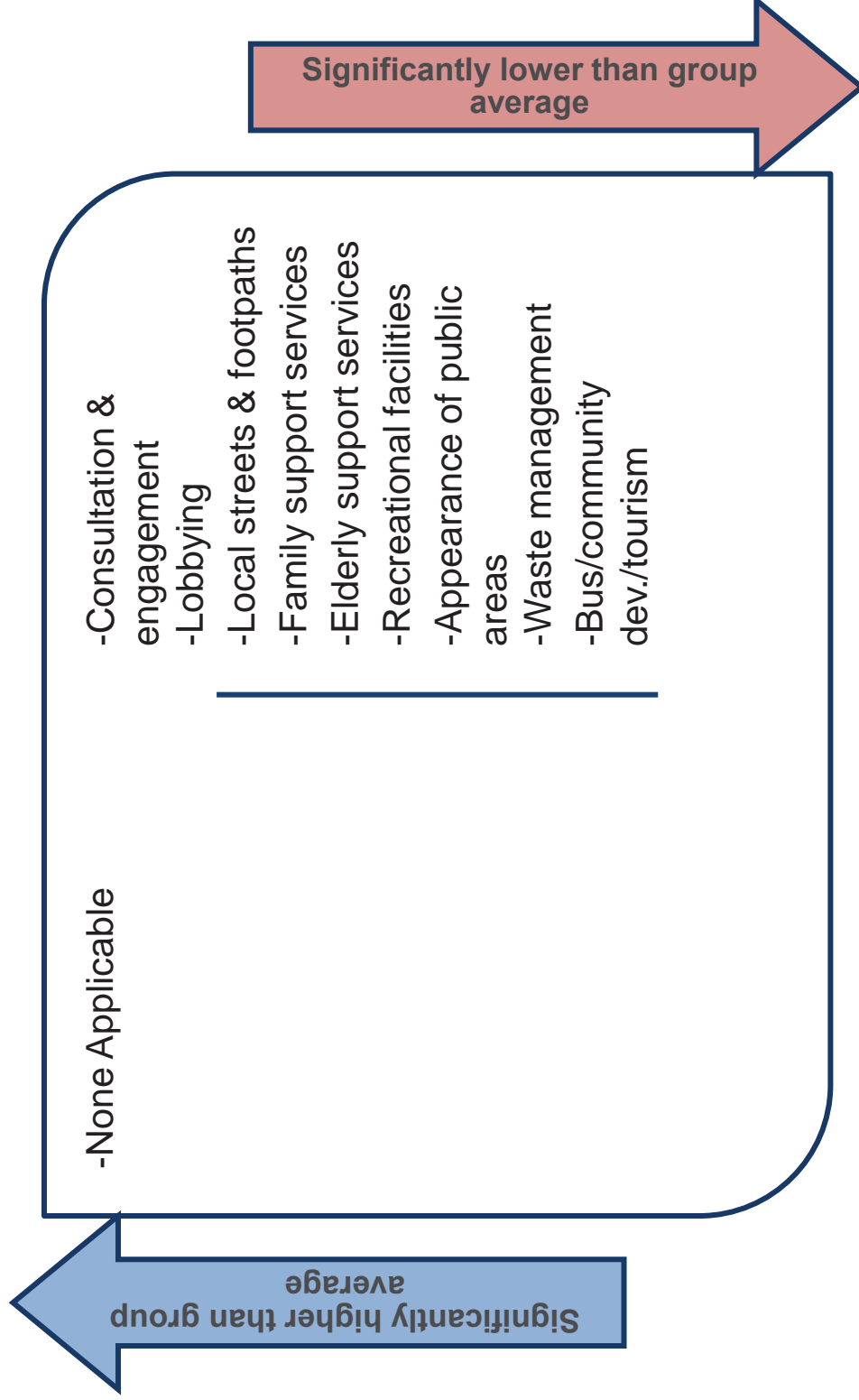
# INDIVIDUAL SERVICE AREAS SUMMARY

## COUNCIL'S PERFORMANCE VS STATE-WIDE AVERAGE



# INDIVIDUAL SERVICE AREAS SUMMARY

## COUNCIL'S PERFORMANCE VS GROUP AVERAGE



# 2017 PERFORMANCE SUMMARY

## BY COUNCIL GROUP



### Top Three Performing Service Areas (Highest to lowest, i.e. 1. = highest performance)

Moorabool Shire Council	Metropolitan	Interface	Regional Centres	Large Rural	Small Rural
<ol style="list-style-type: none"> <li>1. Waste management</li> <li>2. Appearance of public areas</li> <li>3. Elderly support services</li> </ol>	<ol style="list-style-type: none"> <li>1. Waste management</li> <li>2. Art centres &amp; libraries</li> <li>3. Recreational facilities</li> </ol>	<ol style="list-style-type: none"> <li>1. Art centres &amp; libraries</li> <li>2. Waste management</li> <li>3. Emergency &amp; disaster mngt</li> </ol>	<ol style="list-style-type: none"> <li>1. Art centres &amp; libraries</li> <li>2. Appearance of public areas</li> <li>3. Emergency &amp; disaster mngt</li> </ol>	<ol style="list-style-type: none"> <li>1. Appearance of public areas</li> <li>2. Emergency &amp; disaster mngt</li> <li>3. Art centres &amp; libraries</li> </ol>	<ol style="list-style-type: none"> <li>1. Emergency &amp; disaster mngt</li> <li>2. Art centres &amp; libraries</li> <li>3. Community &amp; cultural</li> </ol>

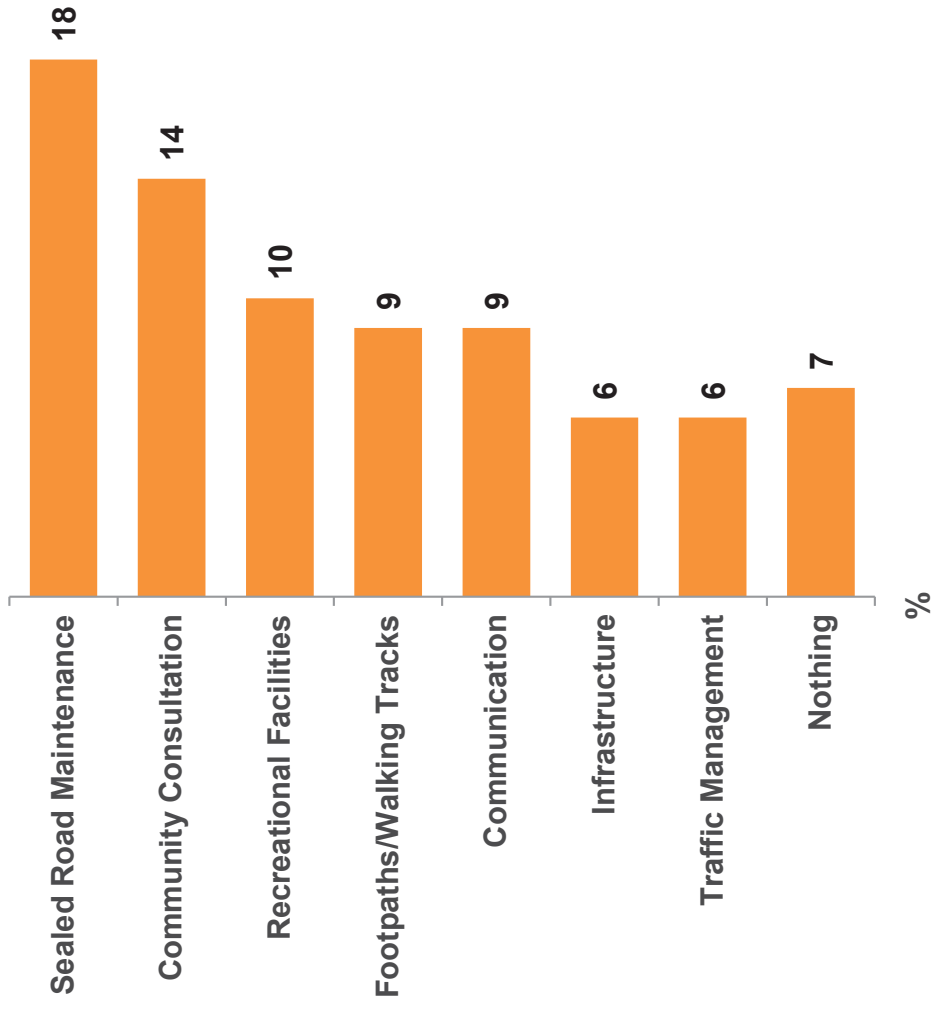
### Bottom Three Performing Service Areas (Lowest to highest, i.e. 1. = lowest performance)

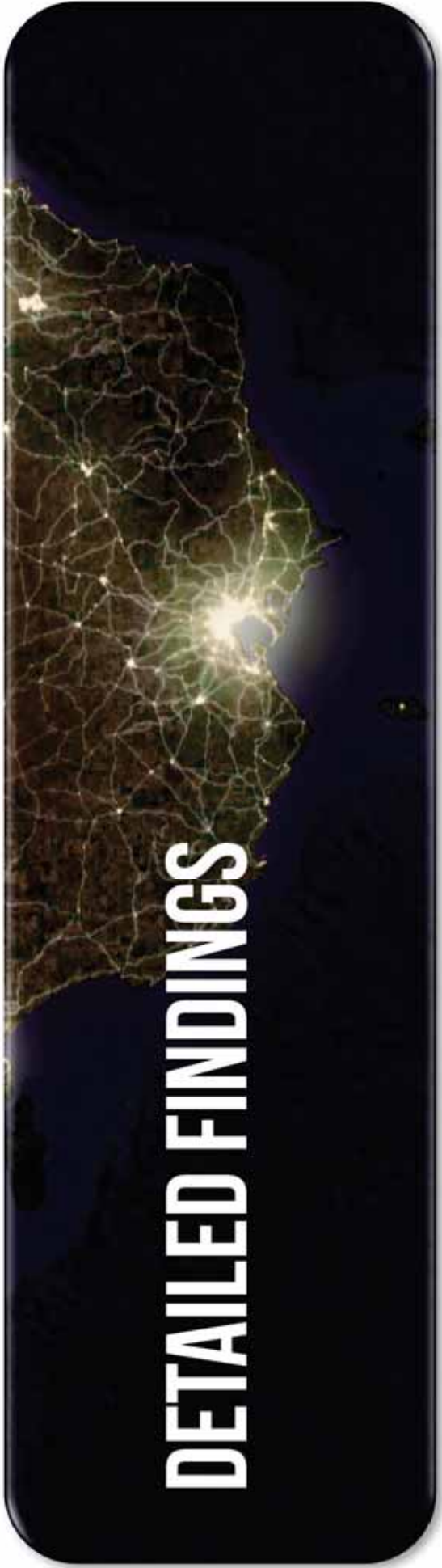
Moorabool Shire Council	Metropolitan	Interface	Regional Centres	Large Rural	Small Rural
<ol style="list-style-type: none"> <li>1. Sealed roads</li> <li>2. Lobbying</li> <li>3. Consultation &amp; engagement</li> </ol>	<ol style="list-style-type: none"> <li>1. Planning permits</li> <li>2. Population growth</li> <li>3. Parking facilities</li> </ol>	<ol style="list-style-type: none"> <li>1. Unsealed roads</li> <li>2. Planning permits</li> <li>3. Population growth</li> </ol>	<ol style="list-style-type: none"> <li>1. Parking facilities</li> <li>2. Community decisions</li> <li>3. Unsealed roads</li> </ol>	<ol style="list-style-type: none"> <li>1. Unsealed roads</li> <li>2. Sealed roads</li> <li>3. Slashing &amp; weed control</li> </ol>	<ol style="list-style-type: none"> <li>1. Unsealed roads</li> <li>2. Sealed roads</li> <li>3. Planning permits</li> </ol>

# 2017 SERVICES TO IMPROVE DETAILED PERCENTAGES



## 2017 Areas for Improvement









**KEY CORE MEASURE**  
**OVERALL PERFORMANCE**



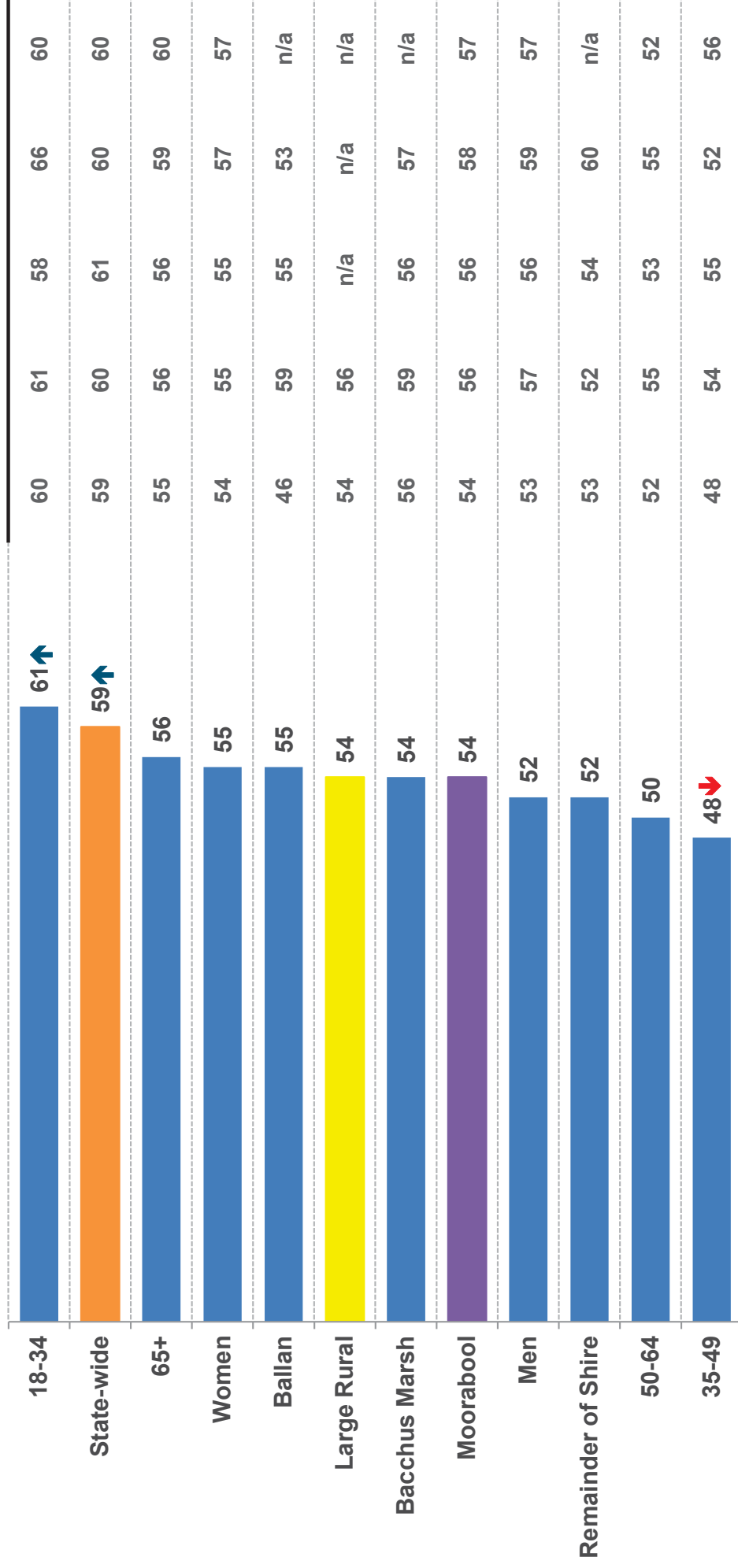


# OVERALL PERFORMANCE

## INDEX SCORES



### 2017 Overall Performance



Q3. ON BALANCE, for the last twelve months, how do you feel about the performance of Moorabool Shire Council, not just on one or two issues, BUT OVERALL across all responsibility areas? Has it been very good, good, average, poor or very poor?

Base: All respondents. Councils asked state-wide: 68 Councils asked group: 19

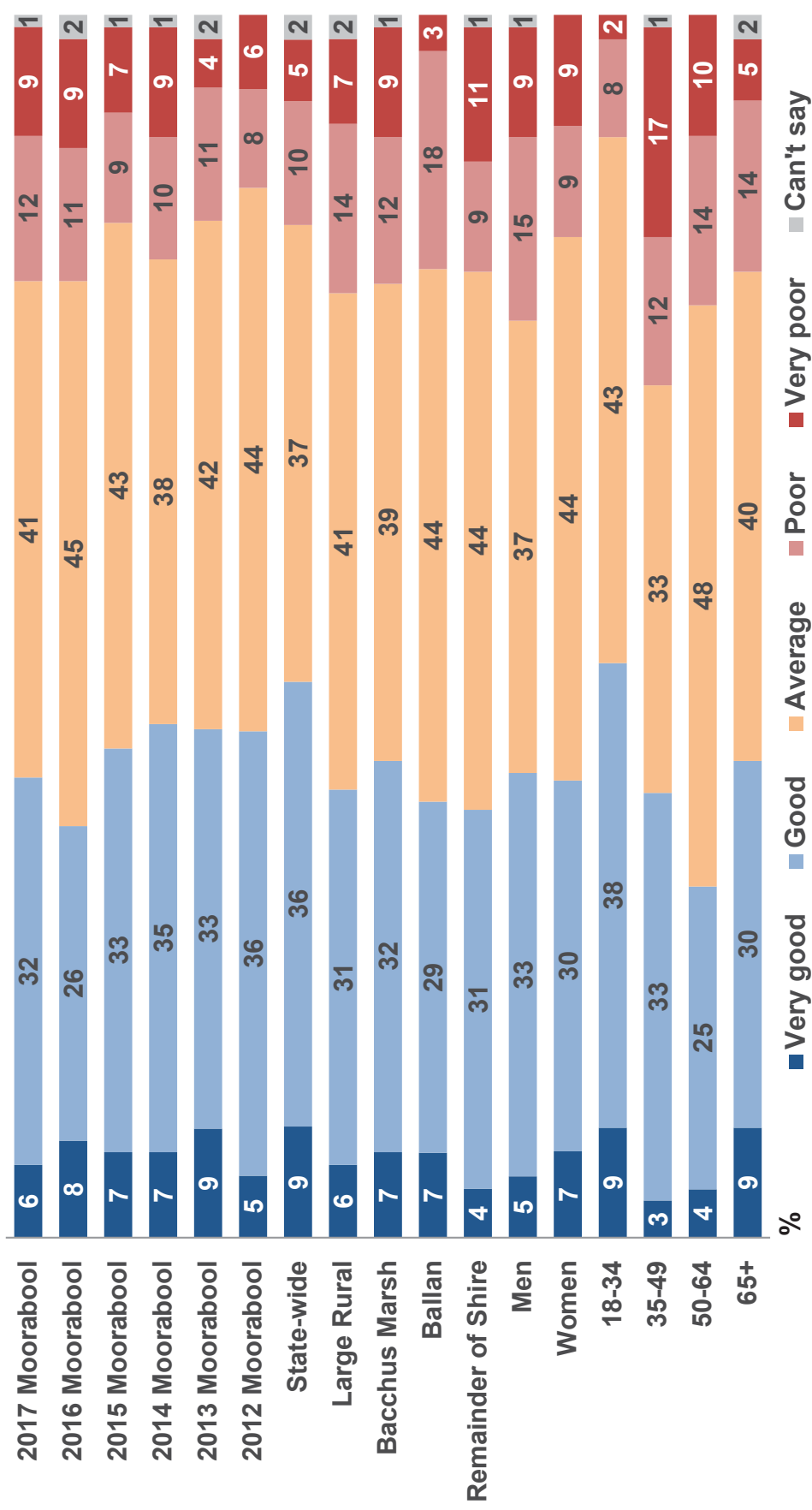
Note: Please see page 5 for explanation about significant differences

# OVERALL PERFORMANCE

## DETAILED PERCENTAGES



### 2017 Overall Performance



Q3. ON BALANCE, for the last twelve months, how do you feel about the performance of Moorabool Shire Council, not just on one or two issues, BUT OVERALL across all responsibility areas? Has it been very good, good, average, poor or very poor?

Base: All respondents. Councils asked state-wide: 68 Councils asked group: 19



**KEY CORE MEASURE  
CUSTOMER SERVICE**



# CONTACT LAST 12 MONTHS

## SUMMARY



**Overall contact with Moorabool Shire Council**

- 58%, down 1 point on 2016

**Most contact with Moorabool Shire Council**

- Remainder of Shire

**Least contact with Moorabool Shire Council**

- Aged 18-34 years

**Customer service rating**

- Index score of 64, down 2 points on 2016

**Most satisfied with customer service**

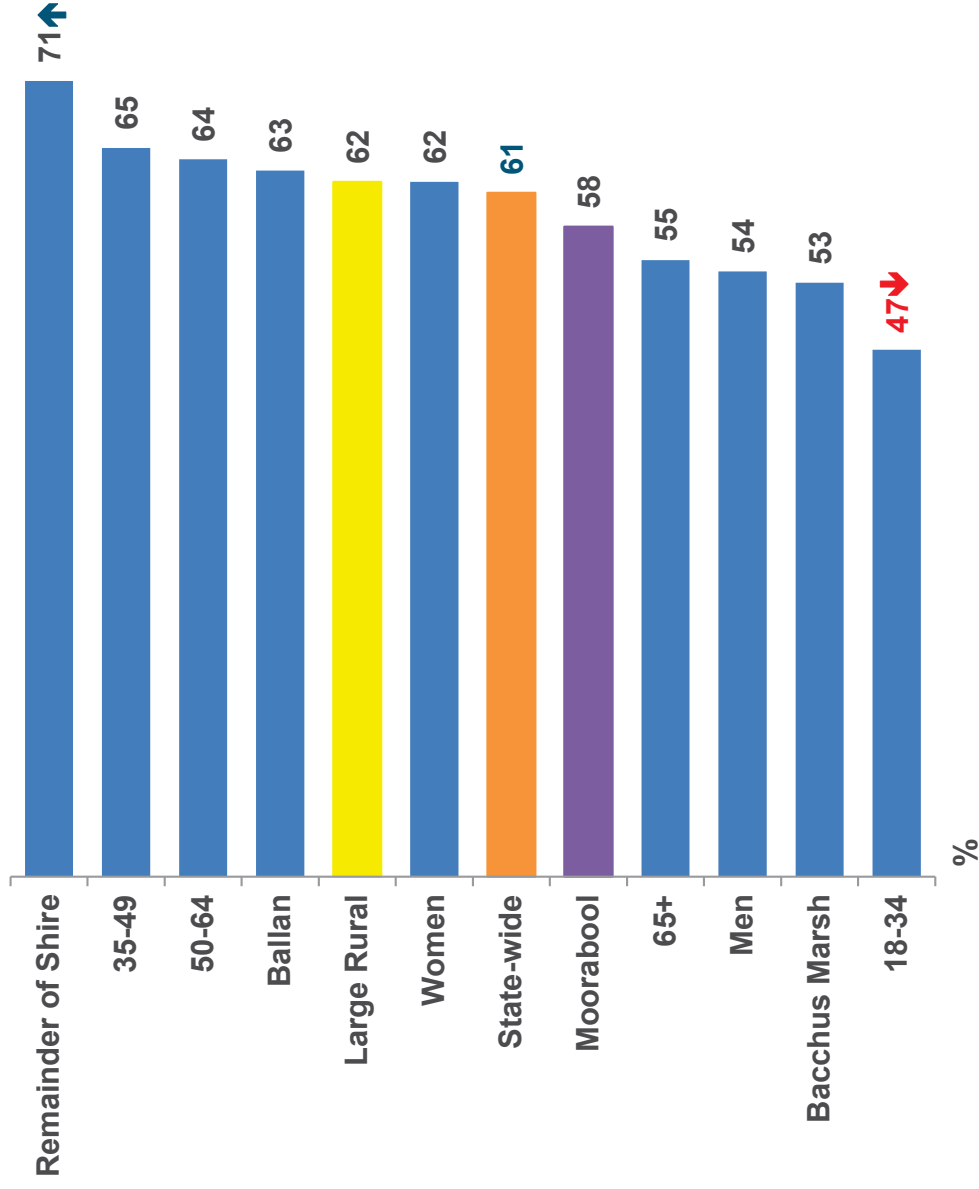
- Ballan

**Least satisfied with customer service**

- Men

# 2017 CONTACT WITH COUNCIL

## 2017 Contact with Council

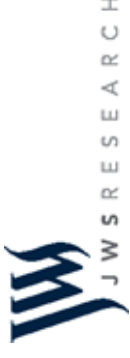


Q5. Over the last 12 months, have you or any member of your household had any contact with Moorabool Shire Council? This may have been in person, in writing, by telephone conversation, by text message, by email or via their website or social media such as Facebook or Twitter?

Base: All respondents. Councils asked state-wide: 49 Councils asked group: 16

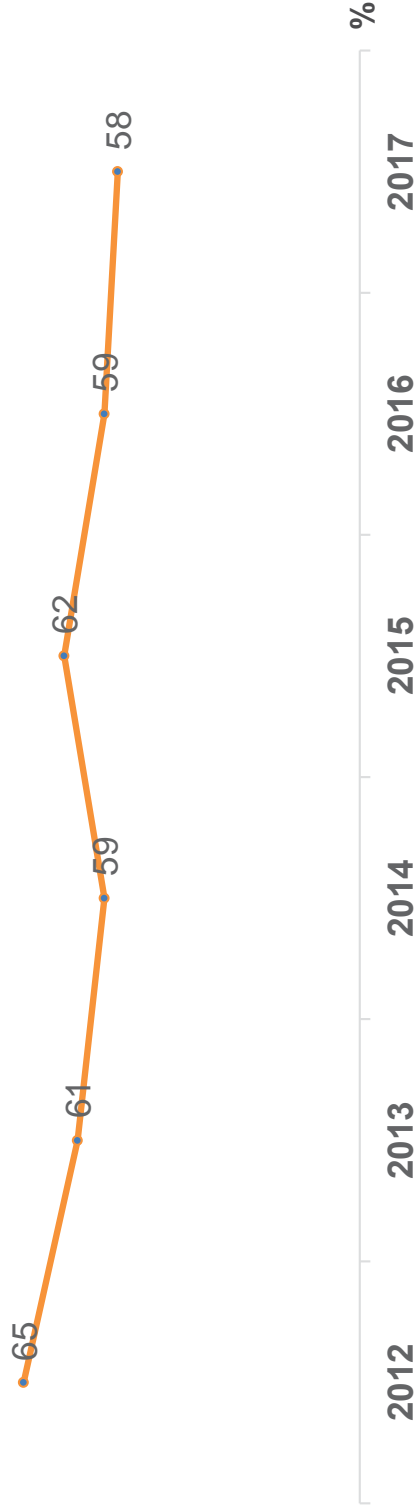
Note: Please see page 5 for explanation about significant differences

# 2017 CONTACT WITH COUNCIL



## 2017 Contact with Council

Have had contact



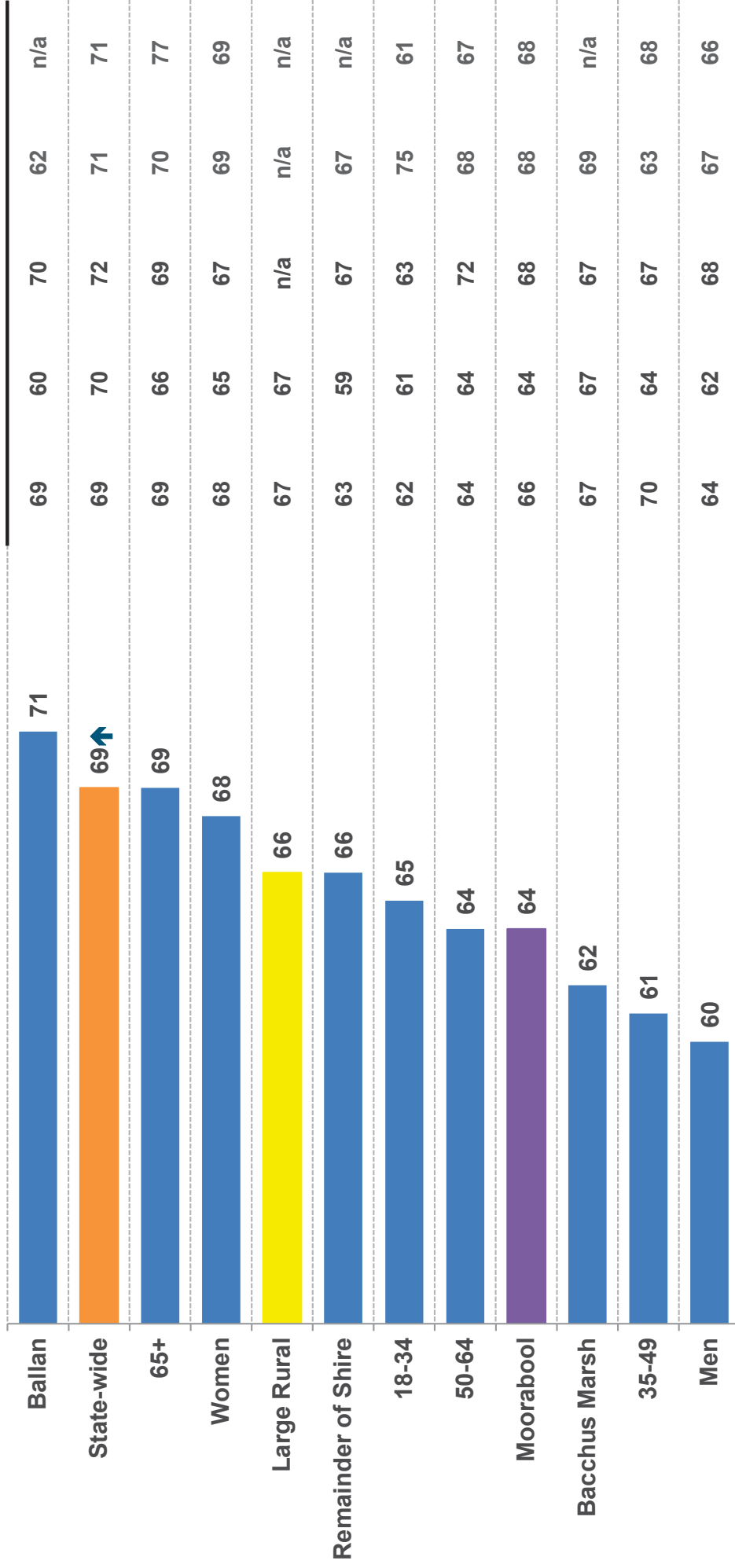
Q5. Over the last 12 months, have you or any member of your household had any contact with Moorabool Shire Council? This may have been in person, in writing, by telephone conversation, by text message, by email or via their website or social media such as Facebook or Twitter?

Base: All respondents. Councils asked state-wide: 49 Councils asked group: 16

# 2017 CONTACT CUSTOMER SERVICE INDEX SCORES



## 2017 Customer Service Rating



Q5c. Thinking of the most recent contact, how would you rate Moorabool Shire Council for customer service? Please keep in mind we do not mean the actual outcome but rather the actual service that was received.

Base: All respondents who have had contact with Council in the last 12 months.  
Councils asked state-wide: 68 Councils asked group: 19

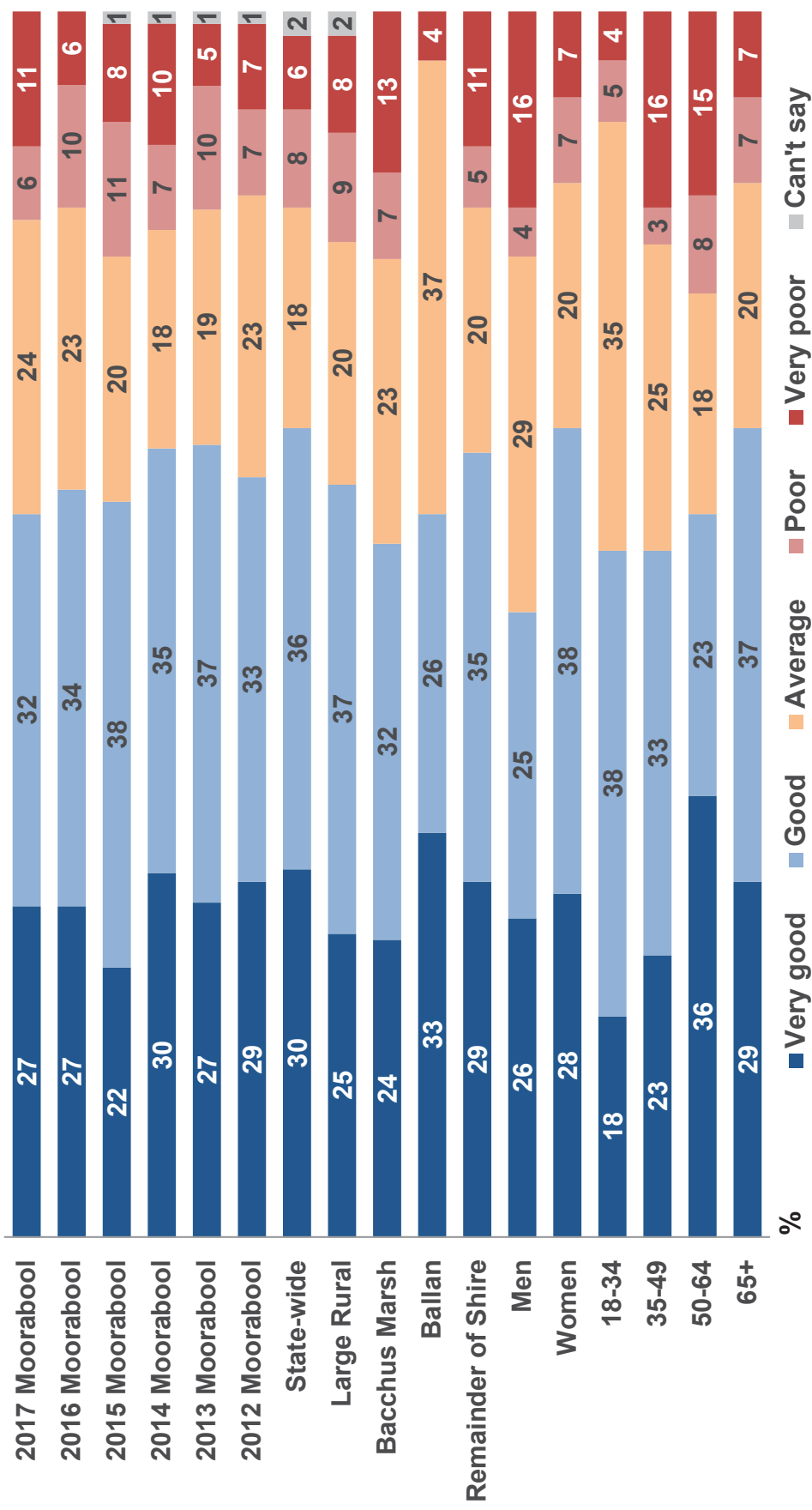
Note: Please see page 5 for explanation about significant differences

# 2017 CONTACT CUSTOMER SERVICE

## DETAILED PERCENTAGES



2017 Customer Service Rating



Q5c. Thinking of the most recent contact, how would you rate Moorabool Shire Council for customer service? Please keep in mind we do not mean the actual outcome but rather the actual service that was received.

Base: All respondents who have had contact with Council in the last 12 months.  
Councils asked state-wide: 68 Councils asked group: 19





# KEY CORE MEASURE COUNCIL DIRECTION INDICATORS



# COUNCIL DIRECTION SUMMARY



## Council Direction from Q6

- 60% stayed about the same, down 7 points on 2016
- 16% improved, up 1 point on 2016
- 18% deteriorated, up 5 points on 2016

## Most satisfied with Council Direction from Q6

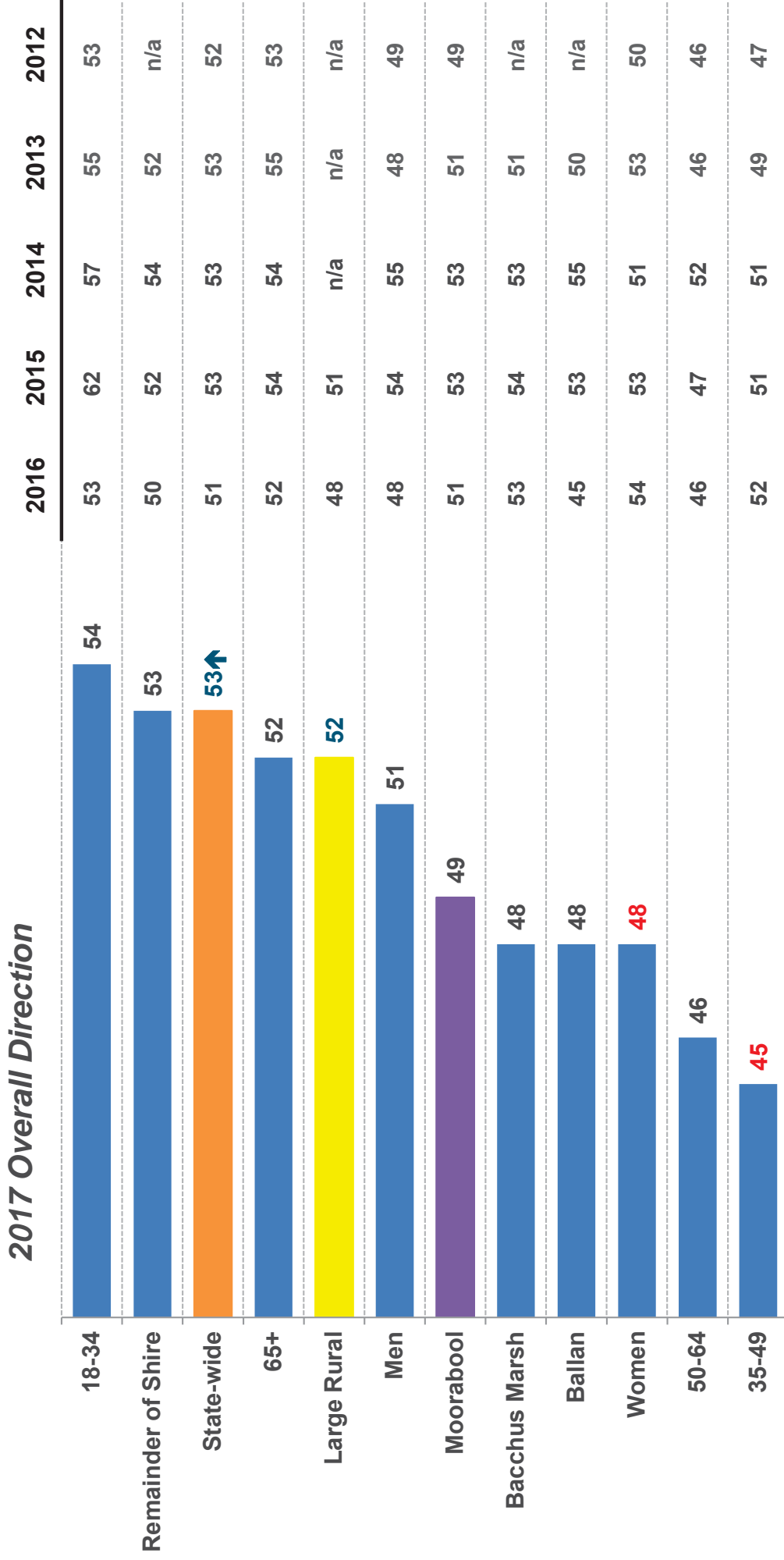
- Aged 18-34 years

## Least satisfied with Council Direction from Q6

- Aged 35-49 years

# 2017 OVERALL COUNCIL DIRECTION LAST 12 MONTHS

## INDEX SCORES



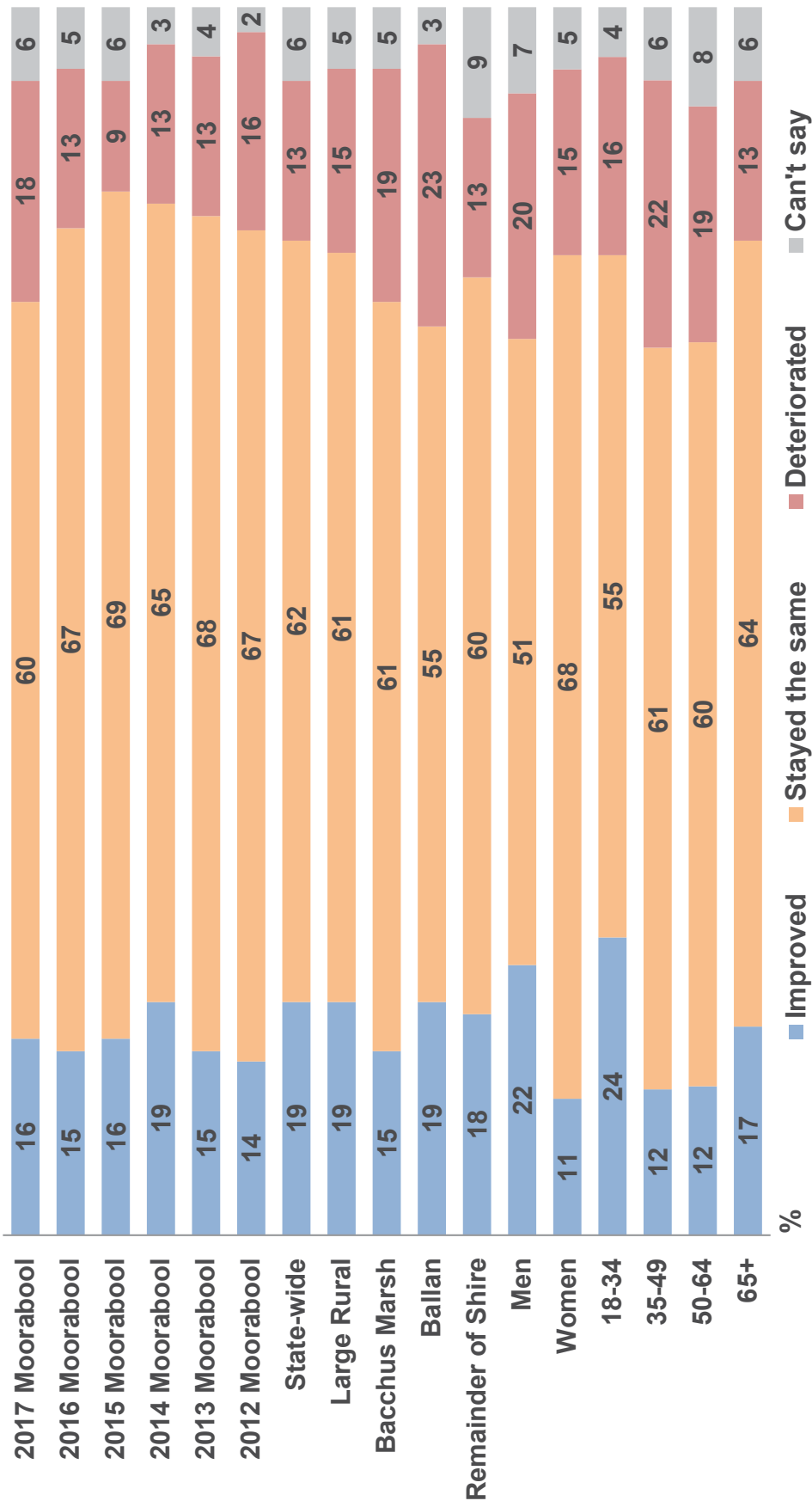
Q6. Over the last 12 months, what is your view of the direction of Moorabool Shire Council's overall performance?  
 Base: All respondents. Councils asked state-wide: 68 Councils asked group: 19  
 Note: Please see page 5 for explanation about significant differences

# 2017 OVERALL COUNCIL DIRECTION LAST 12 MONTHS

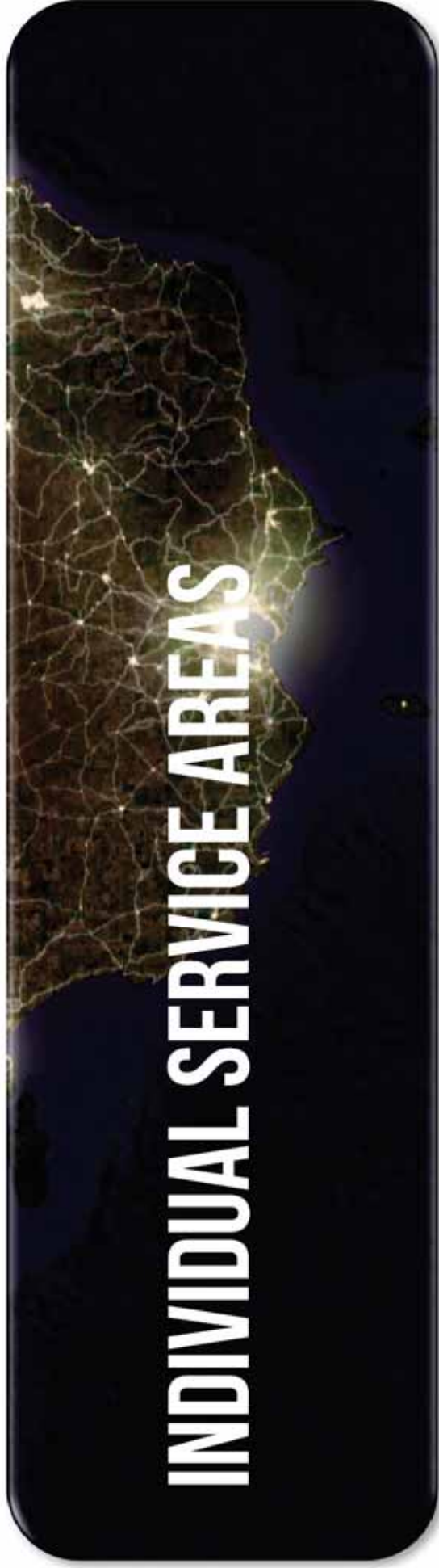
## DETAILED PERCENTAGES



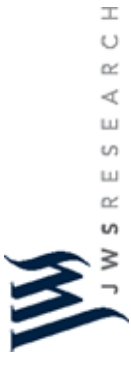
### 2017 Overall Direction



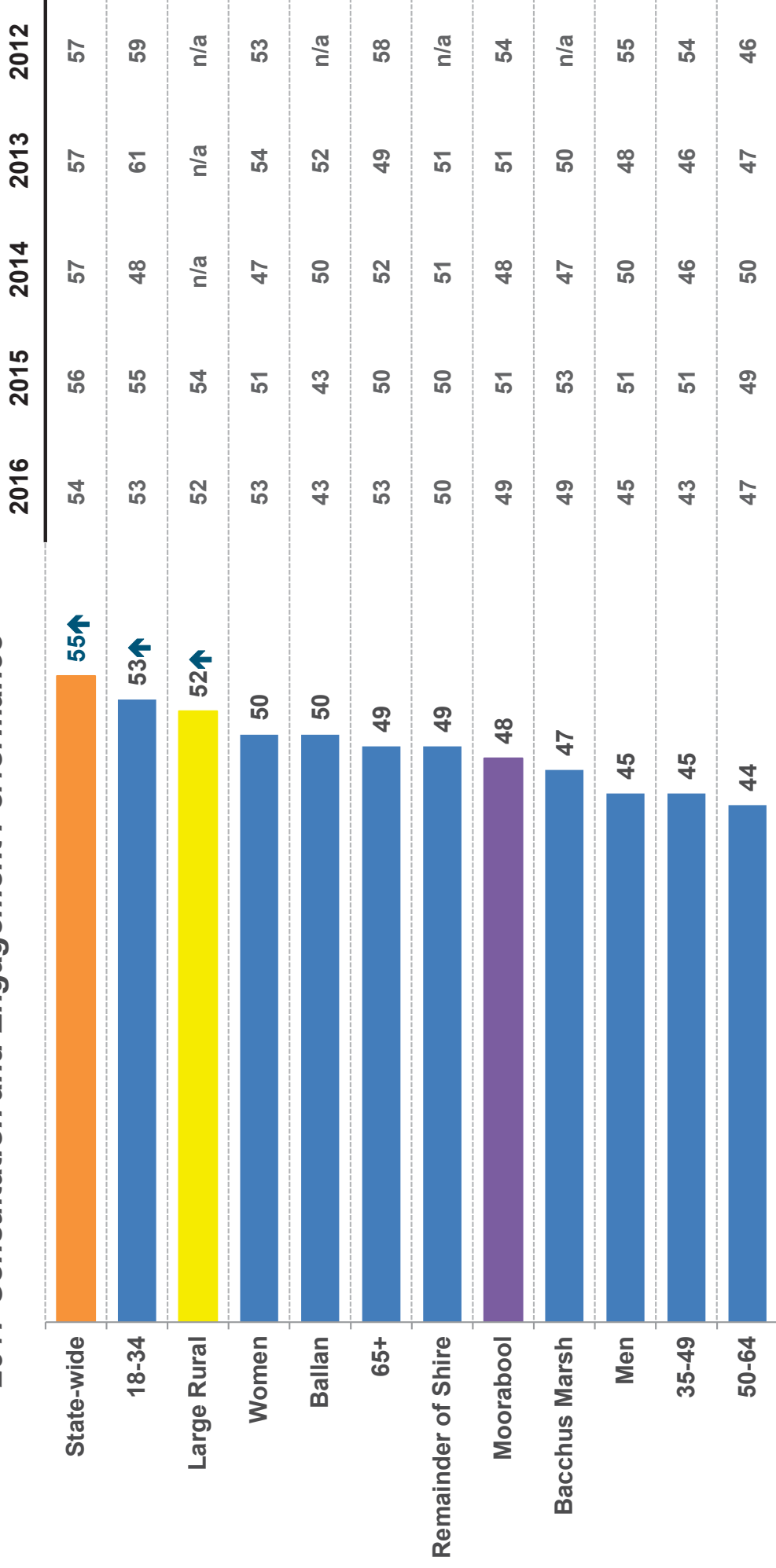
# INDIVIDUAL SERVICE AREAS



# 2017 COMMUNITY CONSULTATION AND ENGAGEMENT PERFORMANCE INDEX SCORES



## 2017 Consultation and Engagement Performance

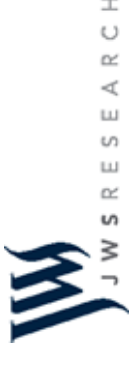


Q2. How has Council performed on 'community consultation and engagement' over the last 12 months?

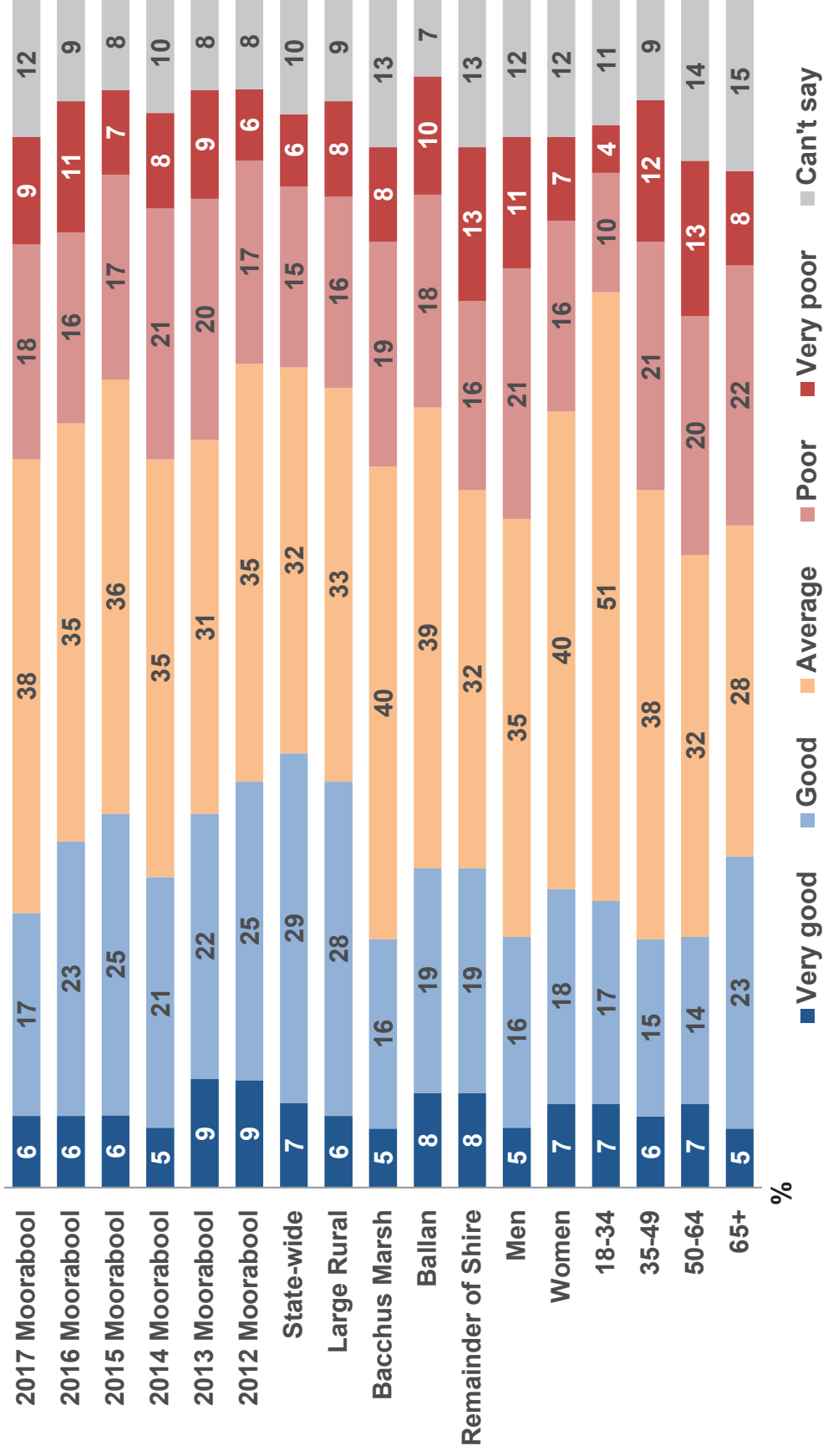
Base: All respondents. Councils asked state-wide: 68 Councils asked group: 19

Note: Please see page 5 for explanation about significant differences

# 2017 COMMUNITY CONSULTATION AND ENGAGEMENT PERFORMANCE DETAILED PERCENTAGES



## 2017 Consultation and Engagement Performance

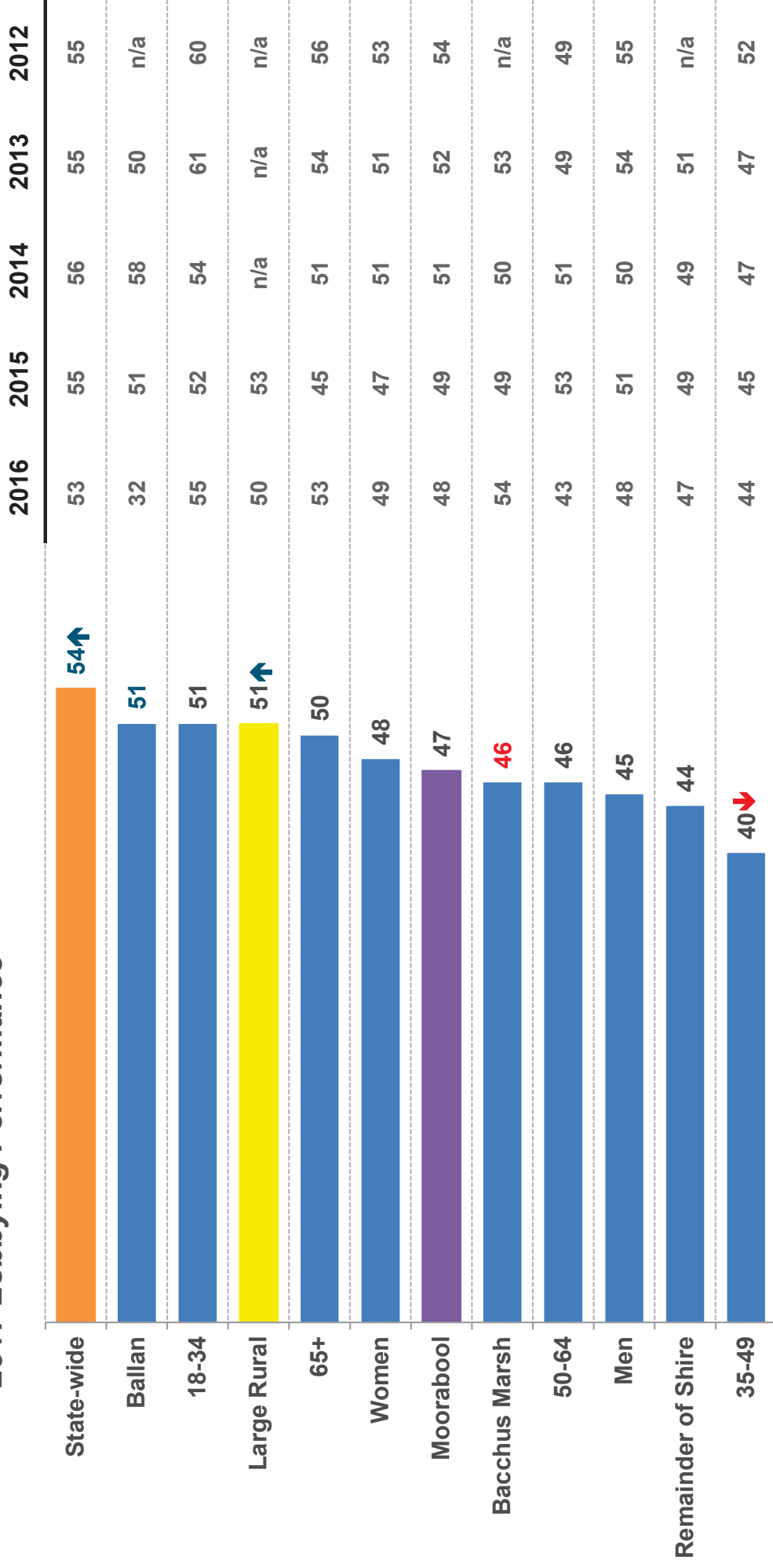




# 2017 LOBBYING ON BEHALF OF THE COMMUNITY PERFORMANCE INDEX SCORES



## 2017 Lobbying Performance



Q2. How has Council performed on 'lobbying on behalf of the community' over the last 12 months?

Base: All respondents. Councils asked state-wide: 68 Councils asked group: 19

Note: Please see page 5 for explanation about significant differences

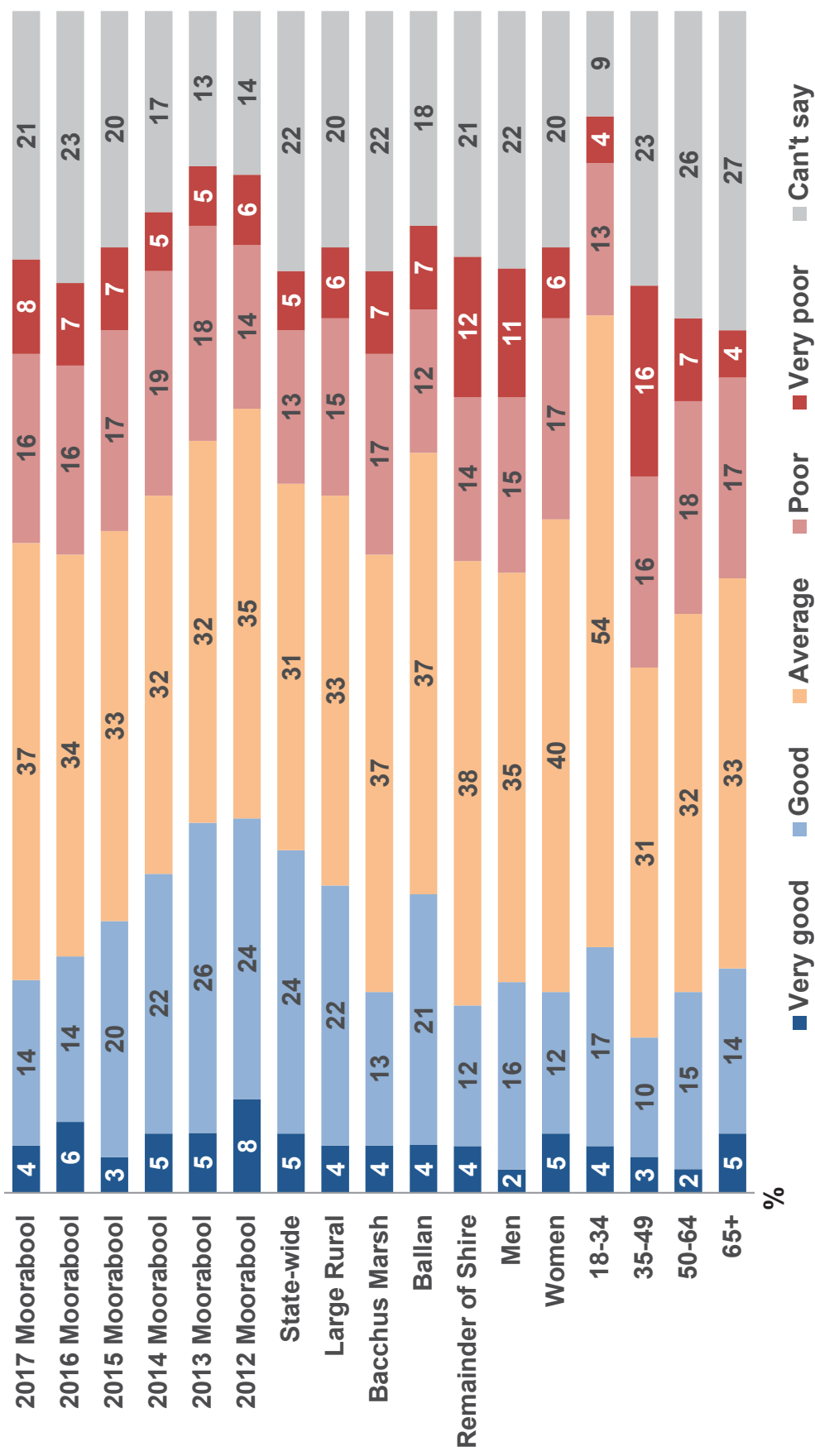


# 2017 LOBBYING ON BEHALF OF THE COMMUNITY

## PERFORMANCE DETAILED PERCENTAGES



### 2017 Lobbying Performance



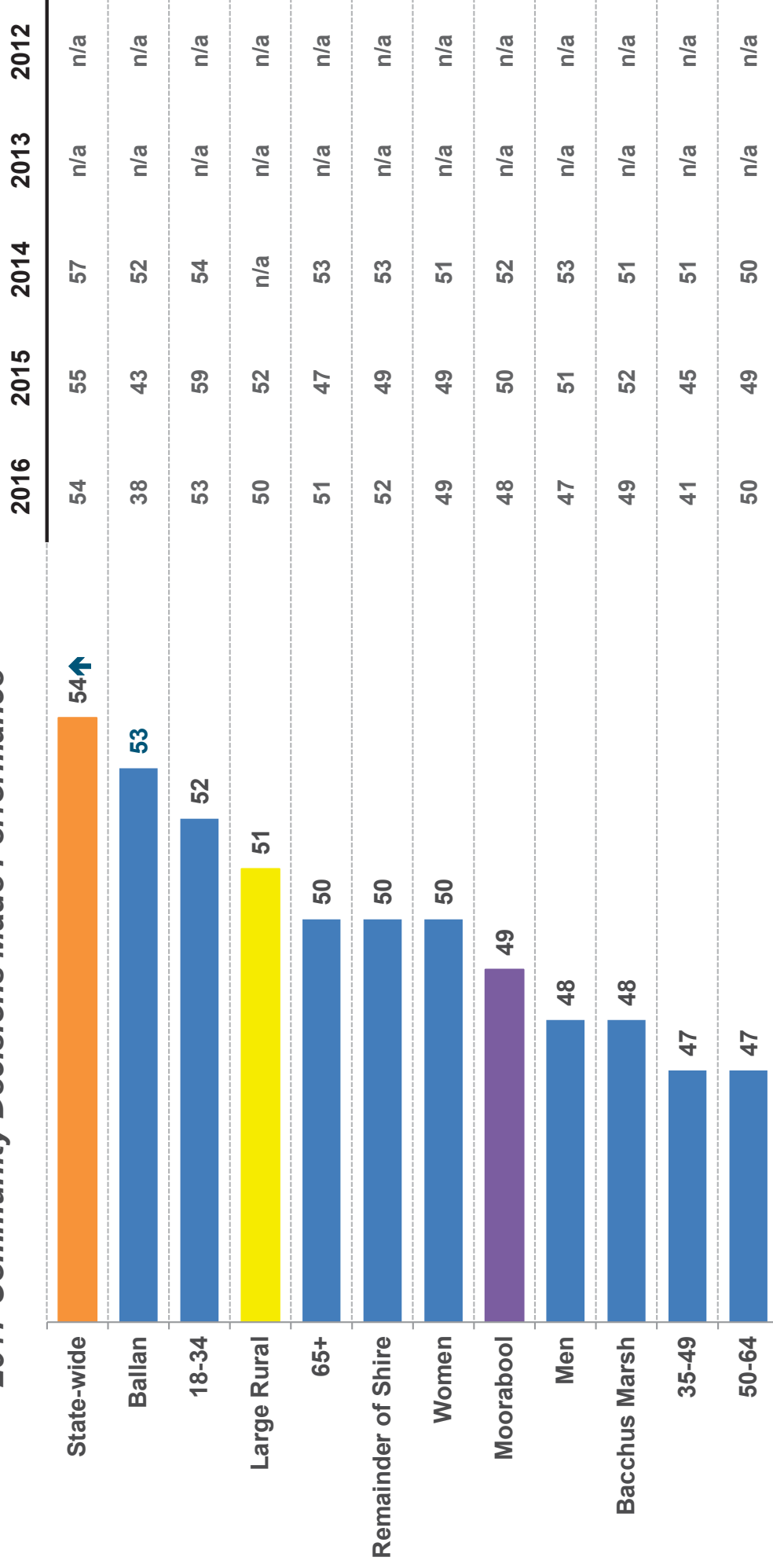
Q2. How has Council performed on 'lobbying on behalf of the community' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 68 Councils asked group: 19

# 2017 DECISIONS MADE IN THE INTEREST OF THE COMMUNITY PERFORMANCE INDEX SCORES



J W S R E S E A R C H

## 2017 Community Decisions Made Performance



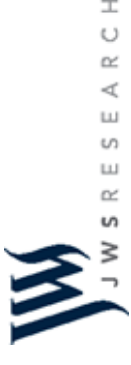
Q2. How has Council performed on 'decisions made in the interest of the community' over the last 12 months?

Base: All respondents. Councils asked state-wide: 68 Councils asked group: 19

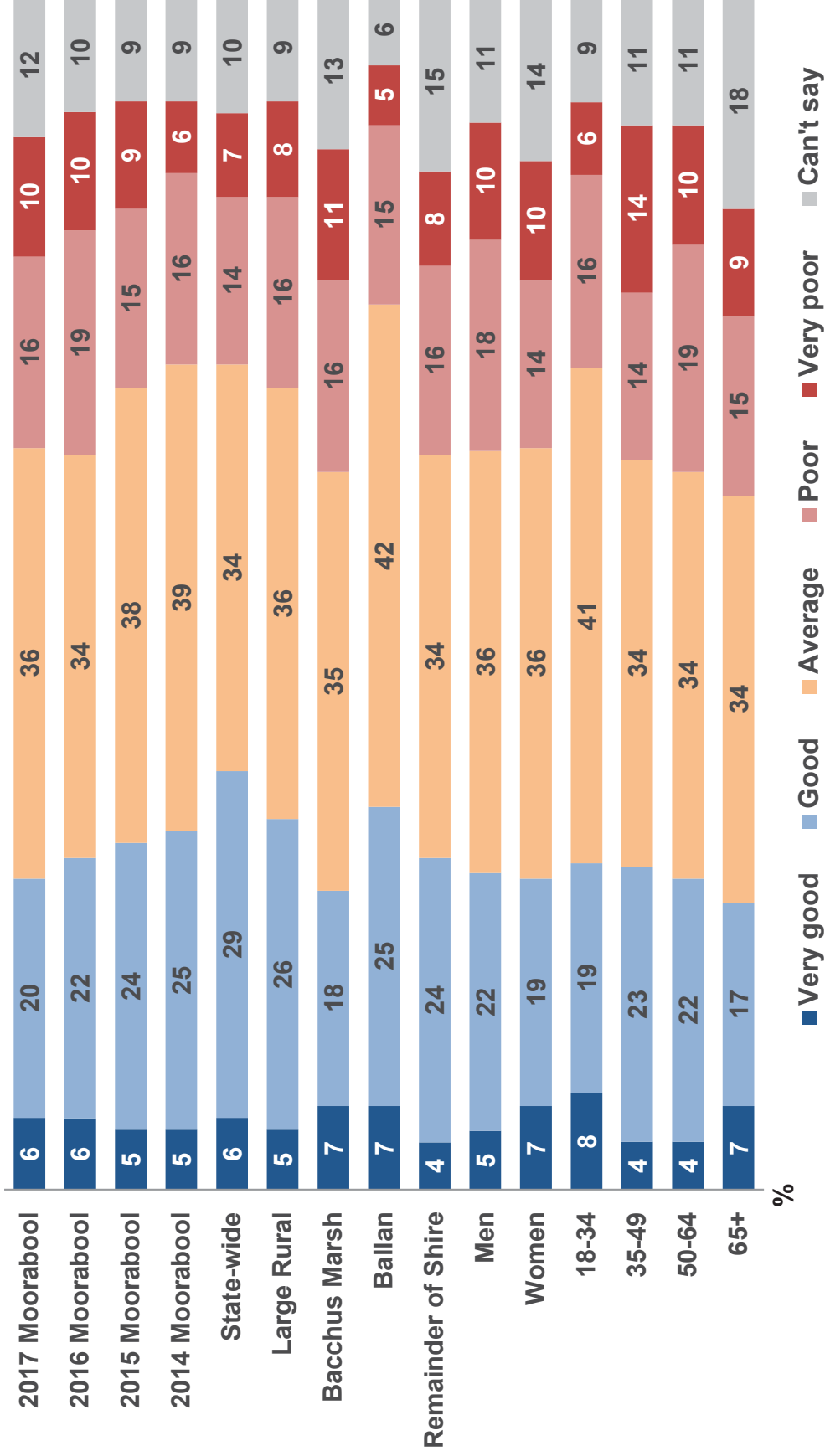
Note: Please see page 5 for explanation about significant differences

# 2017 DECISIONS MADE IN THE INTEREST OF THE COMMUNITY

## PERFORMANCE DETAILED PERCENTAGES



### 2017 Community Decisions Made Performance



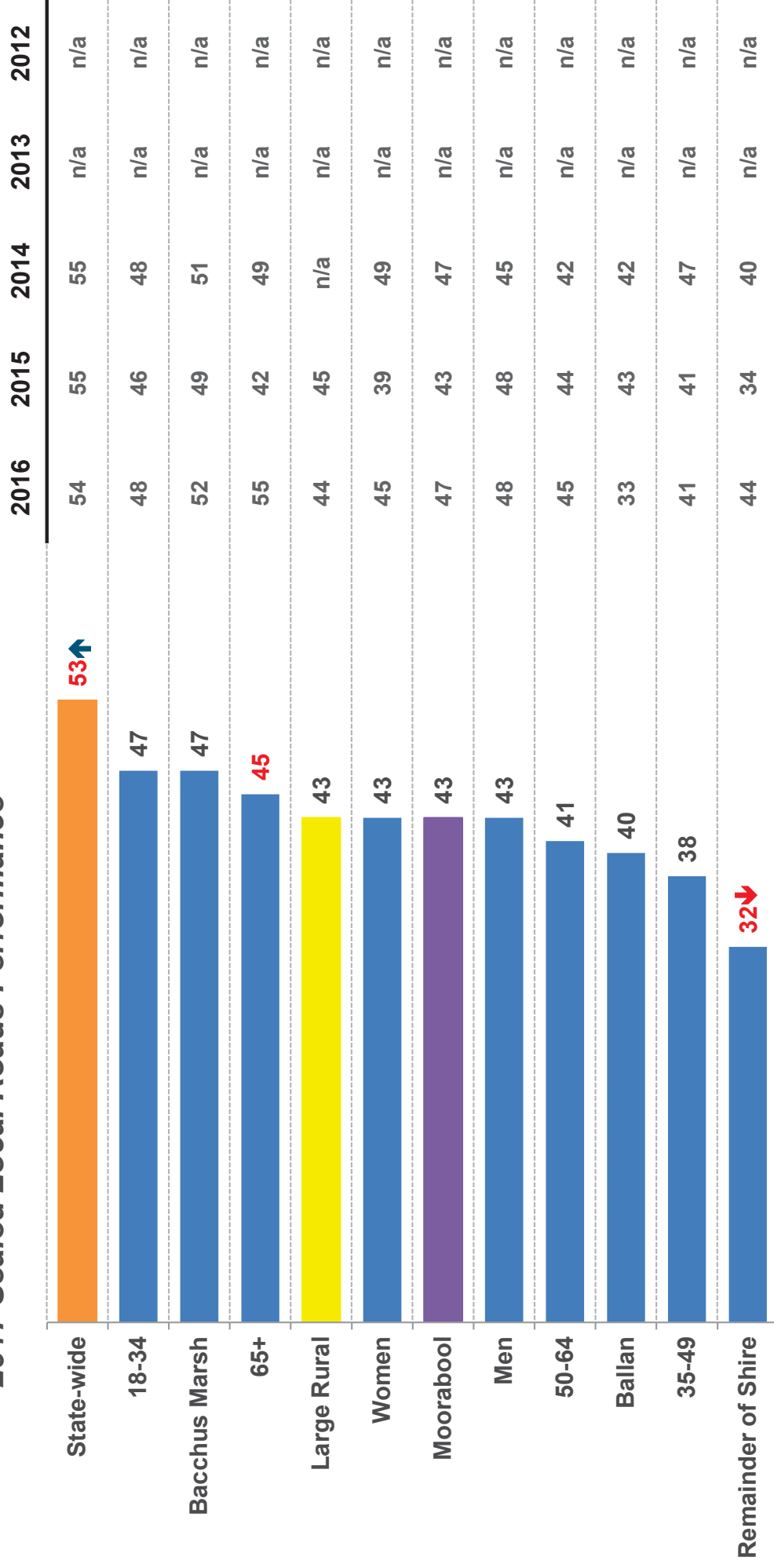
# 2017 THE CONDITION OF SEALED LOCAL ROADS IN YOUR AREA

## PERFORMANCE INDEX SCORES



J W S R E S E A R C H

### 2017 Sealed Local Roads Performance



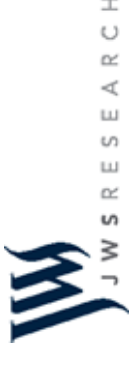
Q2. How has Council performed on 'the condition of sealed local roads in your area' over the last 12 months?

Base: All respondents. Councils asked state-wide: 68 Councils asked group: 19

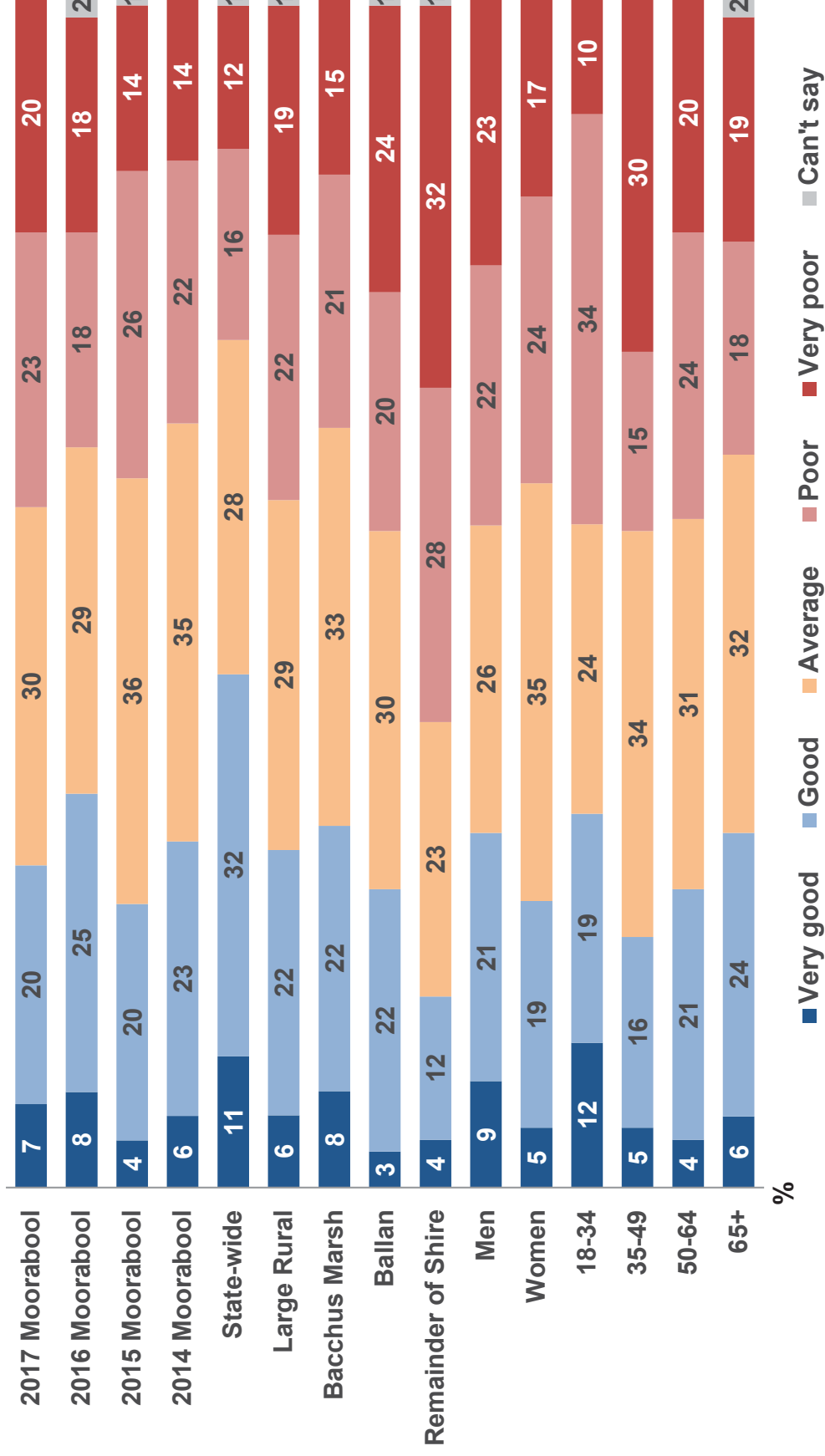
Note: Please see page 5 for explanation about significant differences

# 2017 THE CONDITION OF SEALED LOCAL ROADS IN YOUR AREA

## PERFORMANCE DETAILED PERCENTAGES

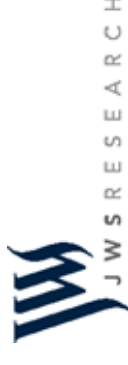


### 2017 Sealed Local Roads Performance

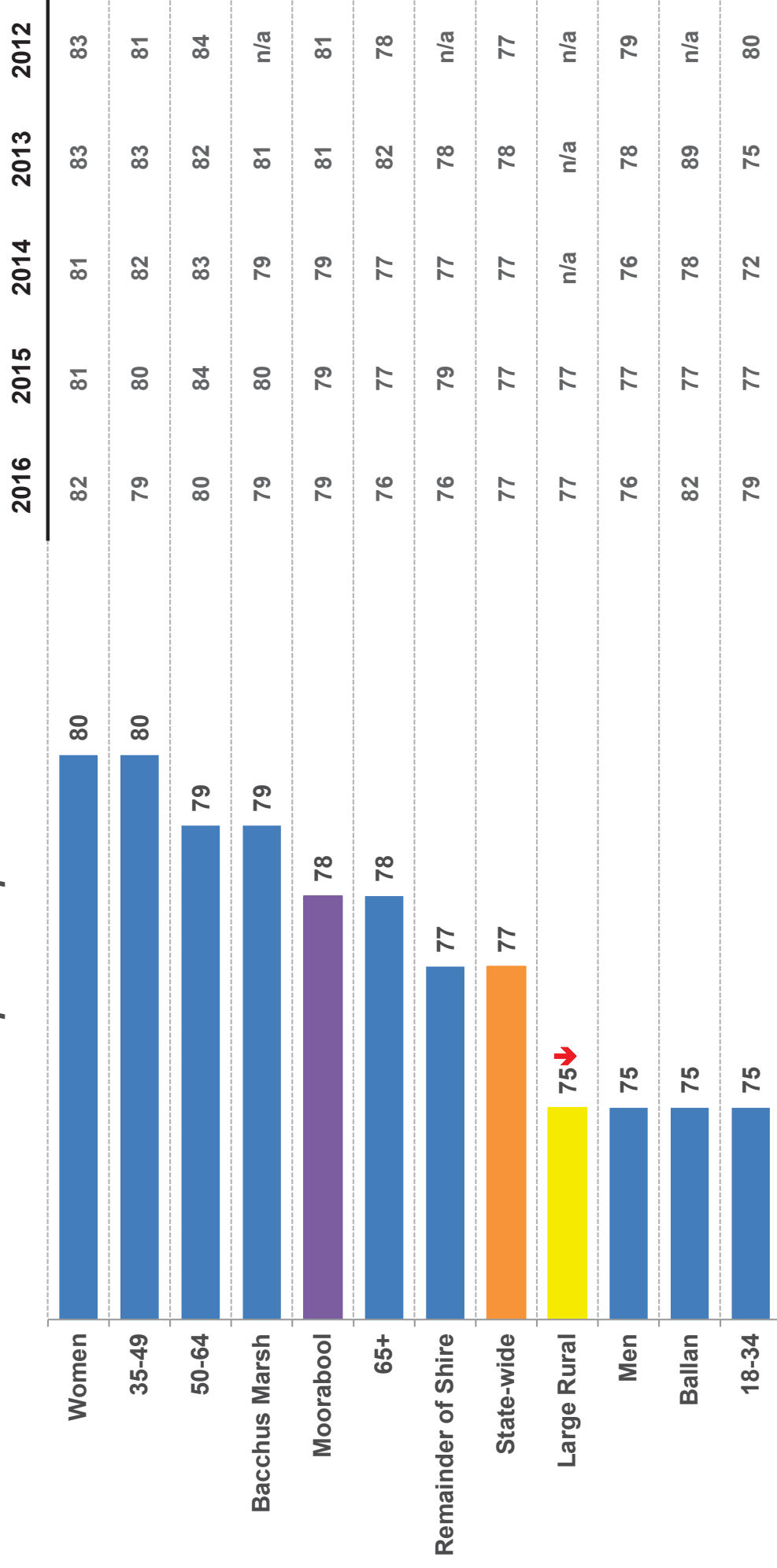


Q2. How has Council performed on 'the condition of sealed local roads in your area' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 68 Councils asked group: 19

# 2017 THE CONDITION OF LOCAL STREETS AND FOOTPATHS IN YOUR AREA IMPORTANCE INDEX SCORES



## 2017 Streets and Footpaths Importance



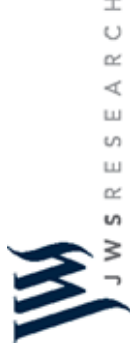
Q1. Firstly, how important should 'the condition of local streets and footpaths in your area' be as a responsibility for Council?

Base: All respondents. Councils asked state-wide: 25 Councils asked group: 5

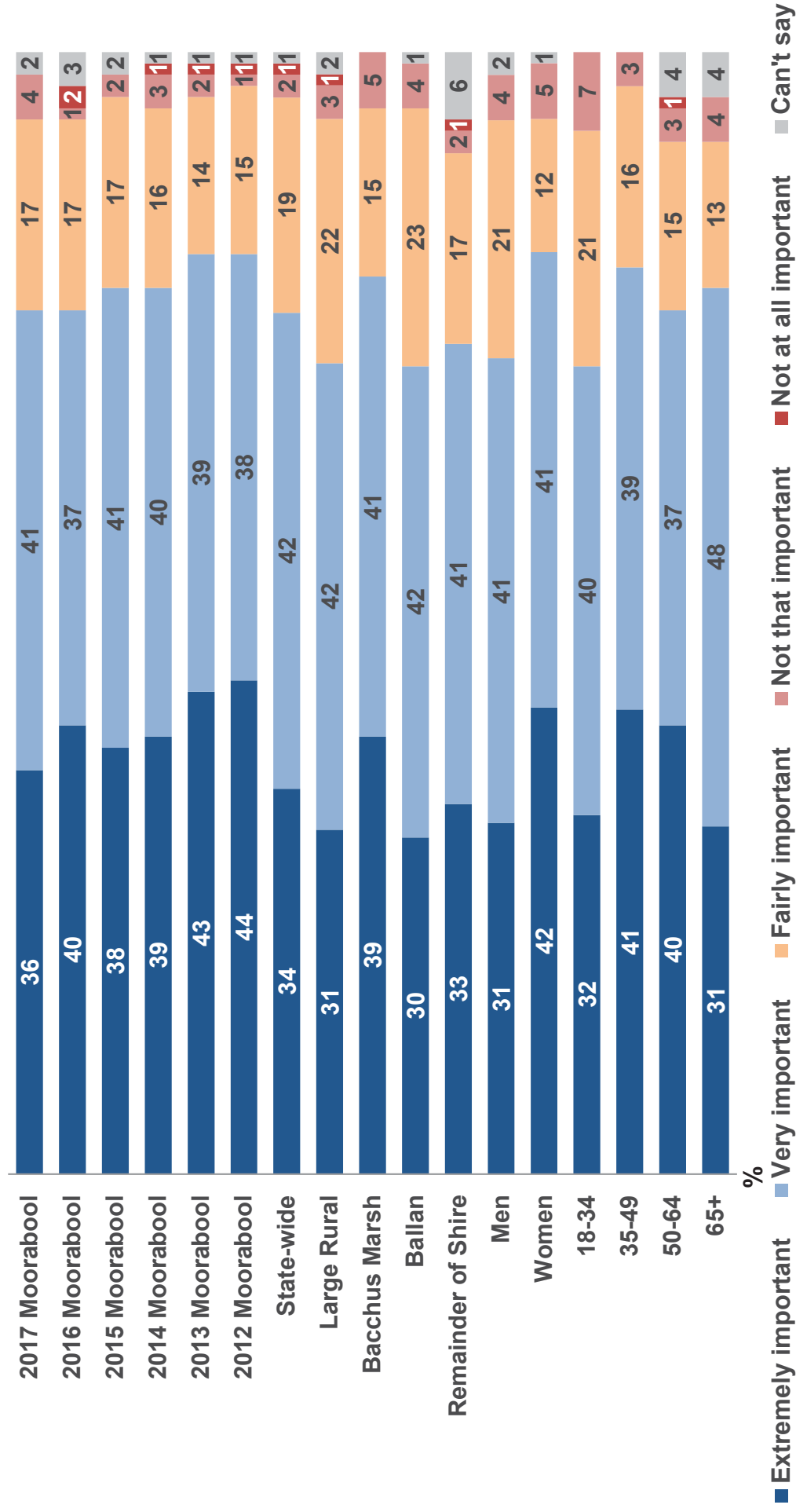
Note: Please see page 5 for explanation about significant differences



# 2017 THE CONDITION OF LOCAL STREETS AND FOOTPATHS IN YOUR AREA IMPORTANCE DETAILED PERCENTAGES



2017 Streets and Footpaths Importance

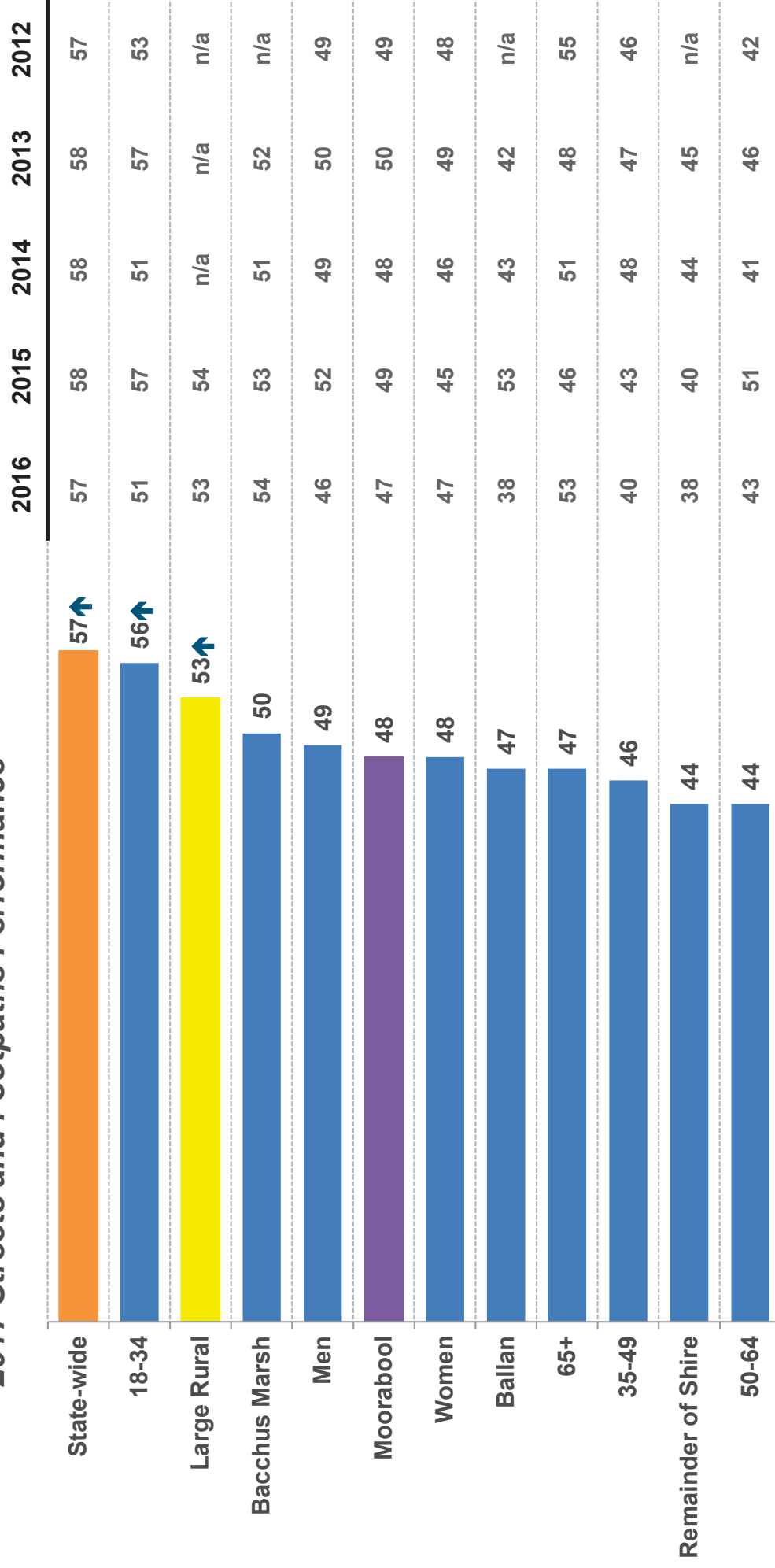


# 2017 THE CONDITION OF LOCAL STREETS AND FOOTPATHS IN YOUR AREA PERFORMANCE INDEX SCORES



J W S R E S E A R C H

## 2017 Streets and Footpaths Performance



Q2. How has Council performed on 'the condition of local streets and footpaths in your area' over the last 12 months?

Base: All respondents. Councils asked state-wide: 32 Councils asked group: 9

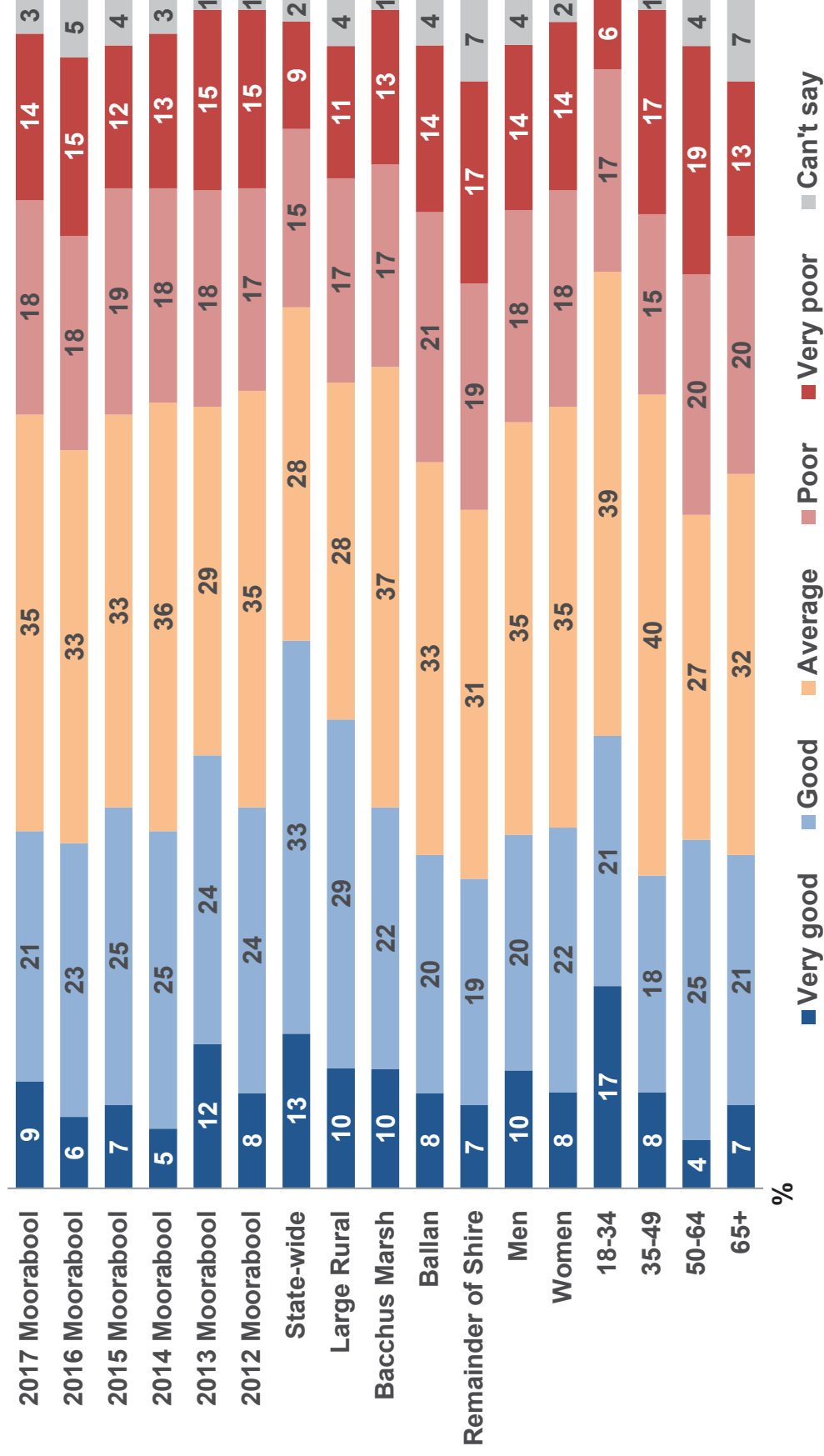
Note: Please see page 5 for explanation about significant differences



# 2017 THE CONDITION OF LOCAL STREETS AND FOOTPATHS IN YOUR AREA PERFORMANCE DETAILED PERCENTAGES



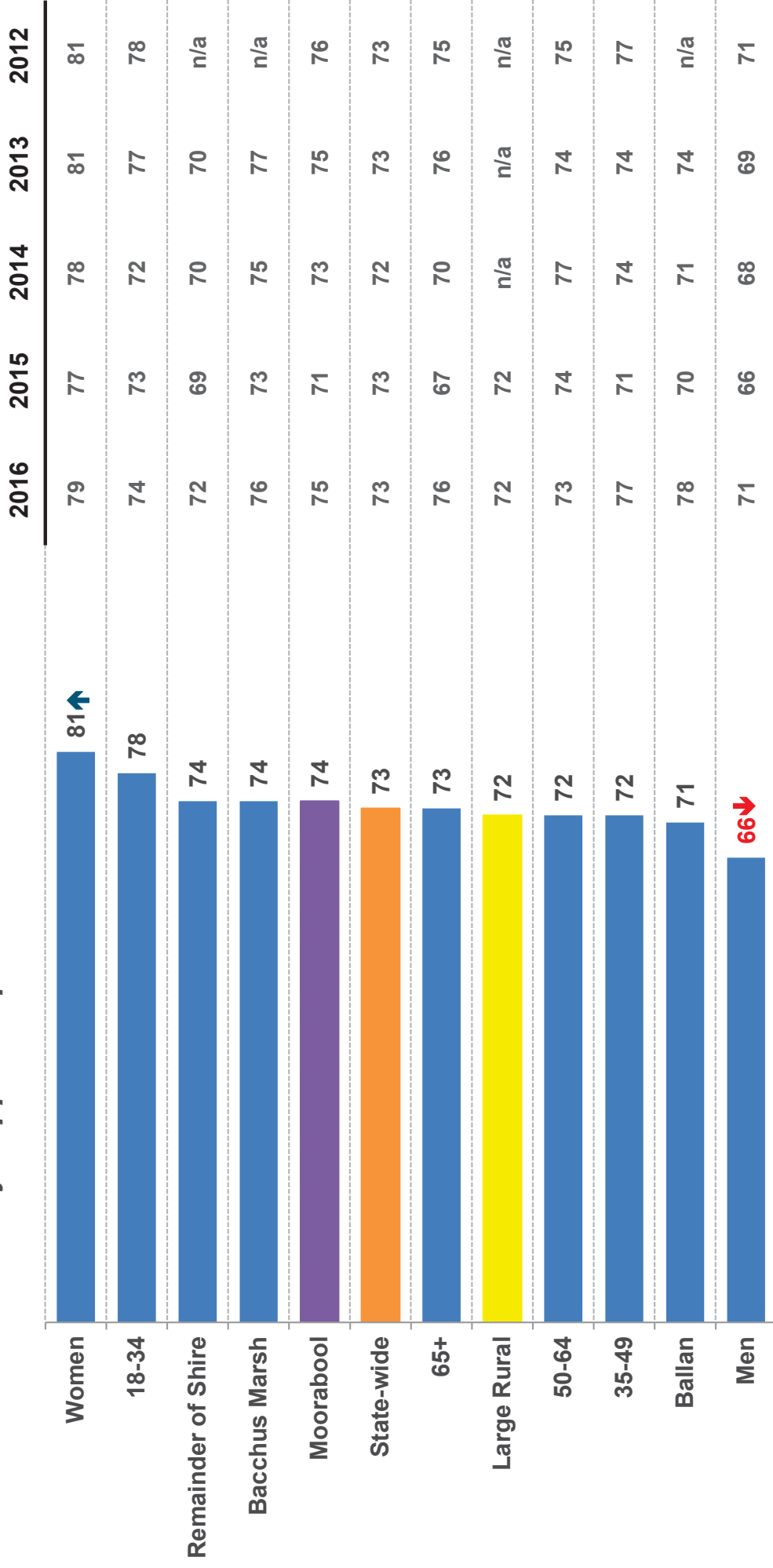
## 2017 Streets and Footpaths Performance



# 2017 FAMILY SUPPORT SERVICES IMPORTANCE INDEX SCORES



## 2017 Family Support Importance



Q1. Firstly, how important should 'family support services' be as a responsibility for Council?

Base: All respondents. Councils asked state-wide: 21 Councils asked group: 5

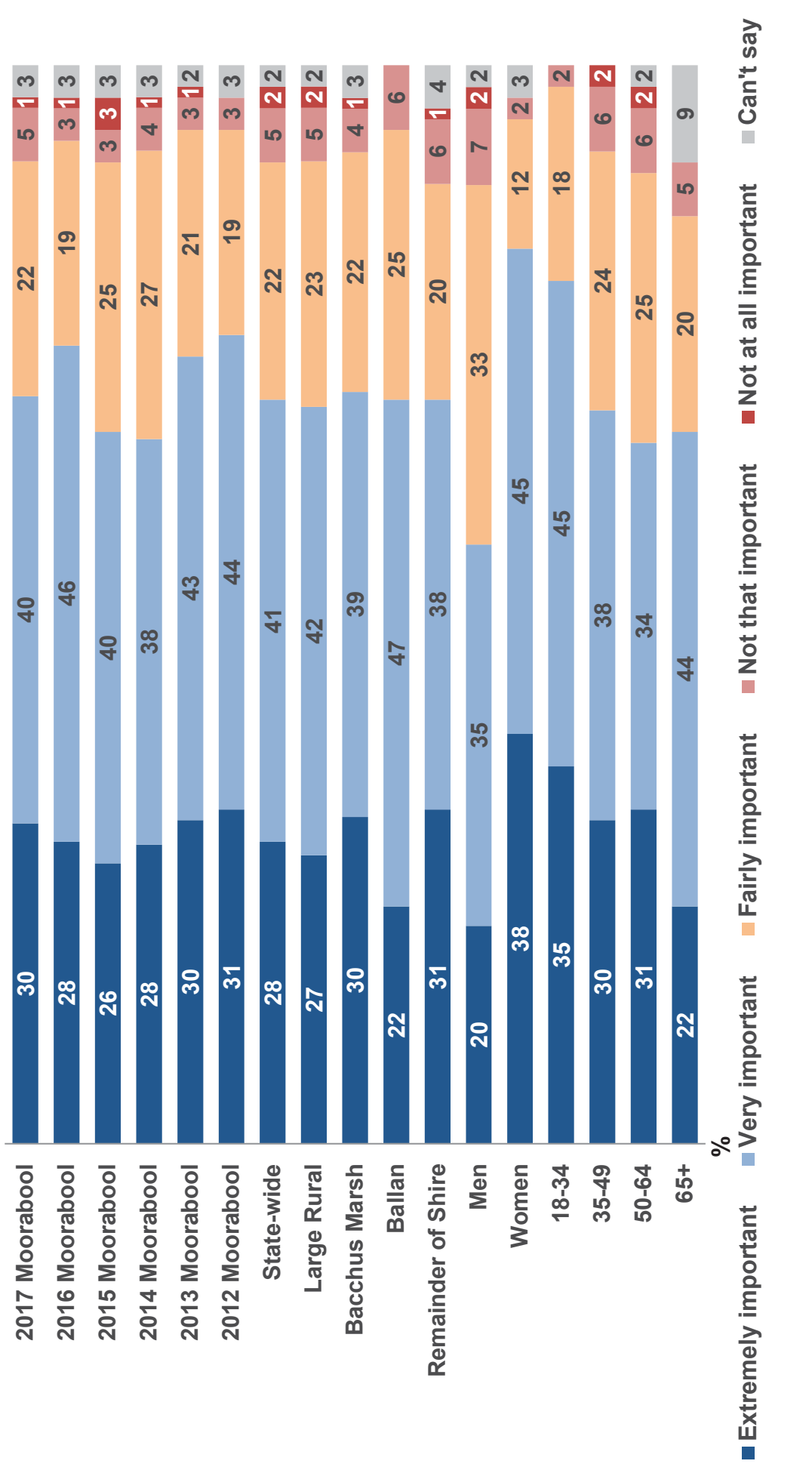
Note: Please see page 5 for explanation about significant differences

# 2017 FAMILY SUPPORT SERVICES

## IMPORTANCE DETAILED PERCENTAGES



2017 Family Support Importance

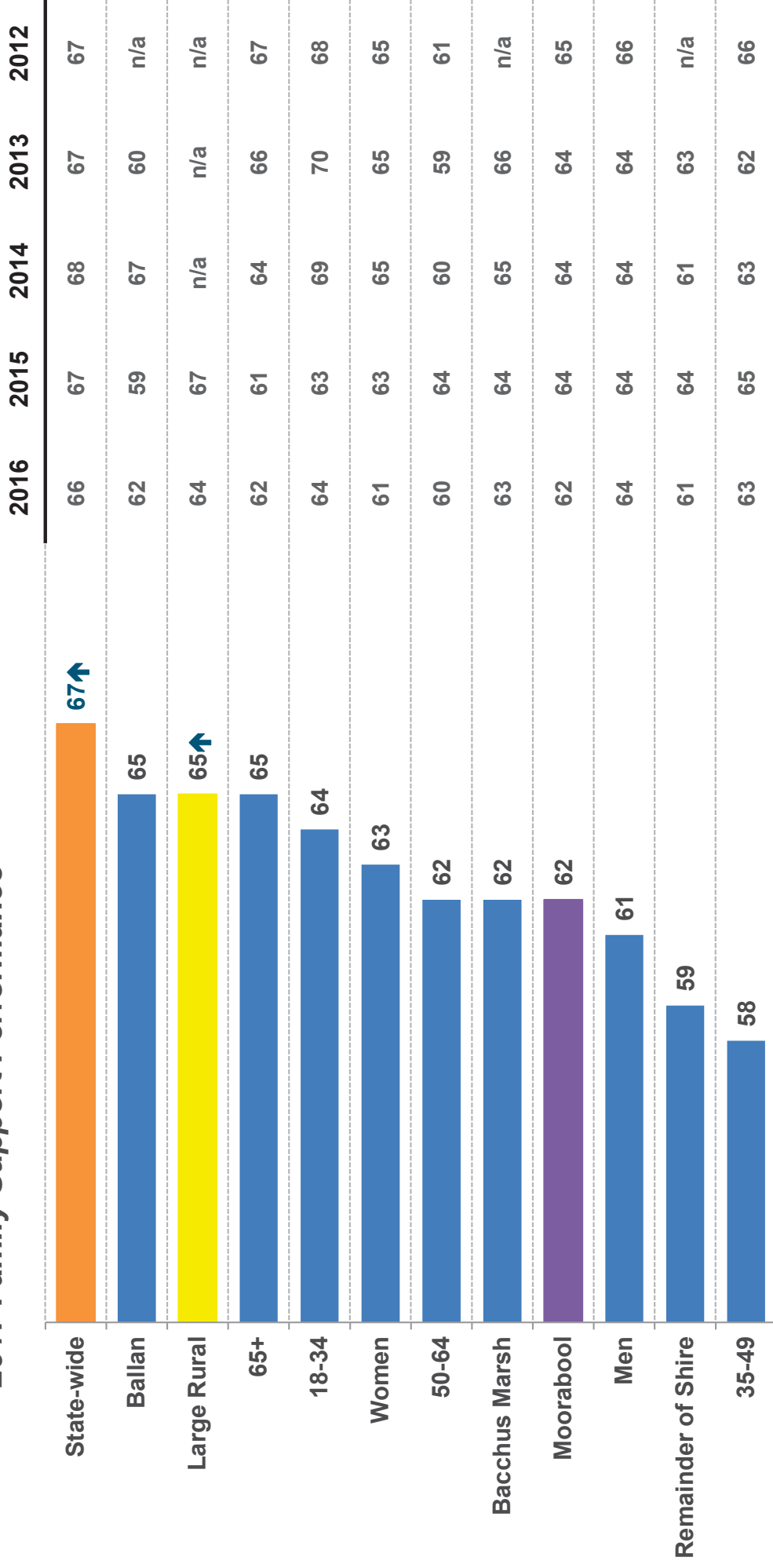


Q1. Firstly, how important should 'family support services' be as a responsibility for Council?  
 Base: All respondents. Councils asked state-wide: 21 Councils asked group: 5

# 2017 FAMILY SUPPORT SERVICES PERFORMANCE INDEX SCORES



## 2017 Family Support Performance



Q2. How has Council performed on 'family support services' over the last 12 months?

Base: All respondents. Councils asked state-wide: 32 Councils asked group: 8

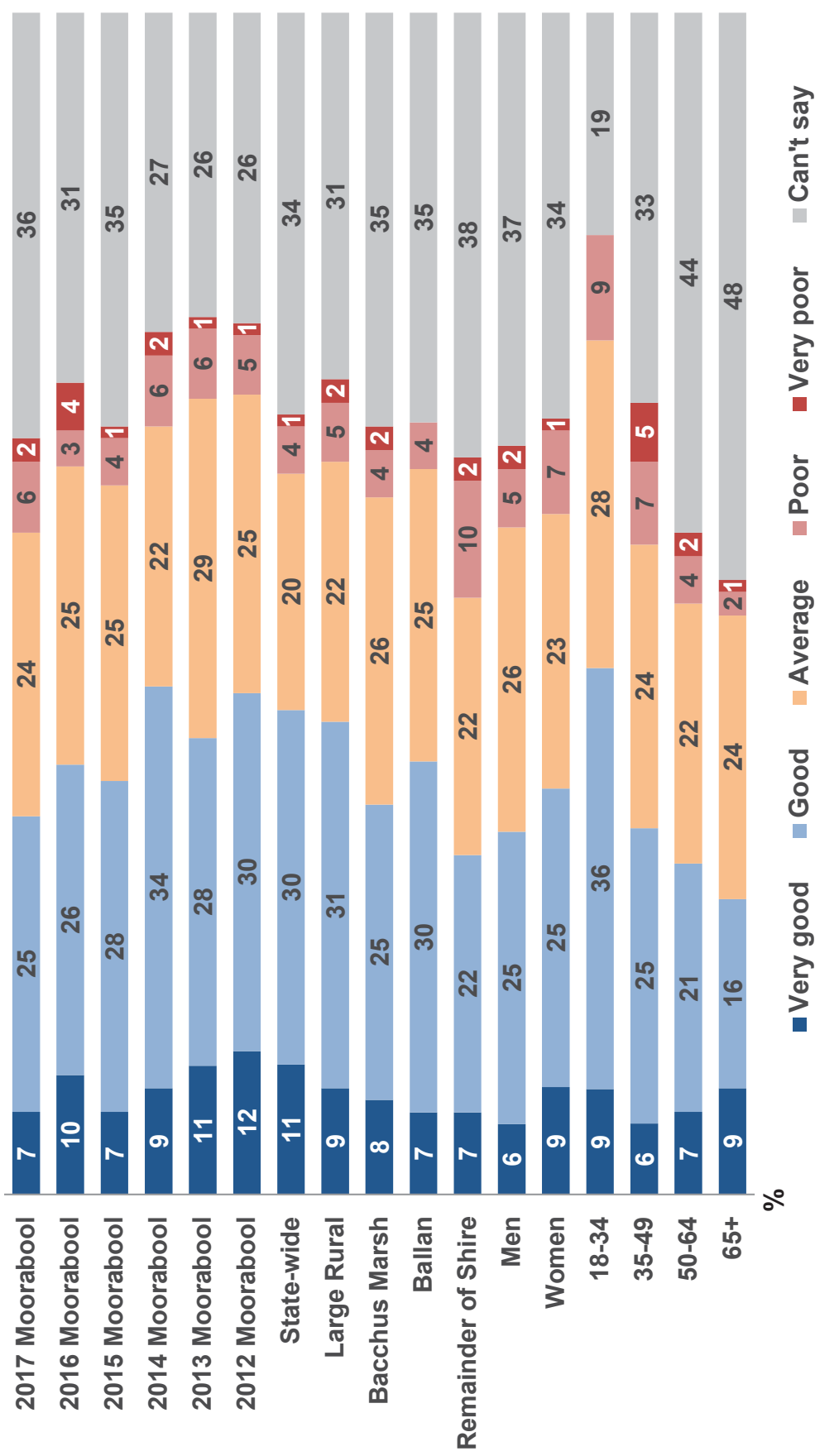
Note: Please see page 5 for explanation about significant differences

# 2017 FAMILY SUPPORT SERVICES

## PERFORMANCE DETAILED PERCENTAGES



### 2017 Family Support Performance

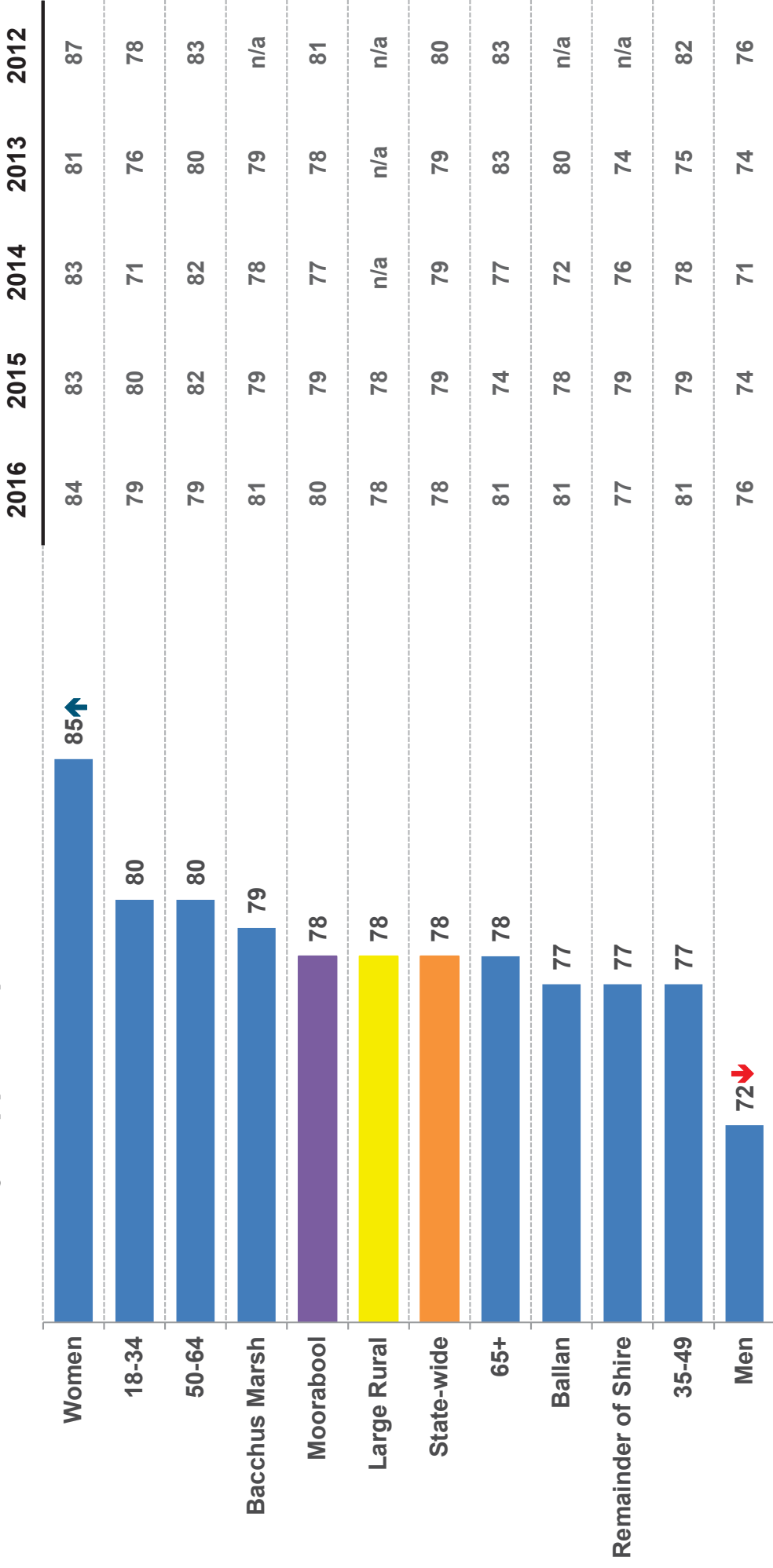


Q2. How has Council performed on 'family support services' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 32 Councils asked group: 8

# 2017 ELDERLY SUPPORT SERVICES IMPORTANCE INDEX SCORES



## 2017 Elderly Support Importance



Q1. Firstly, how important should 'elderly support services' be as a responsibility for Council?

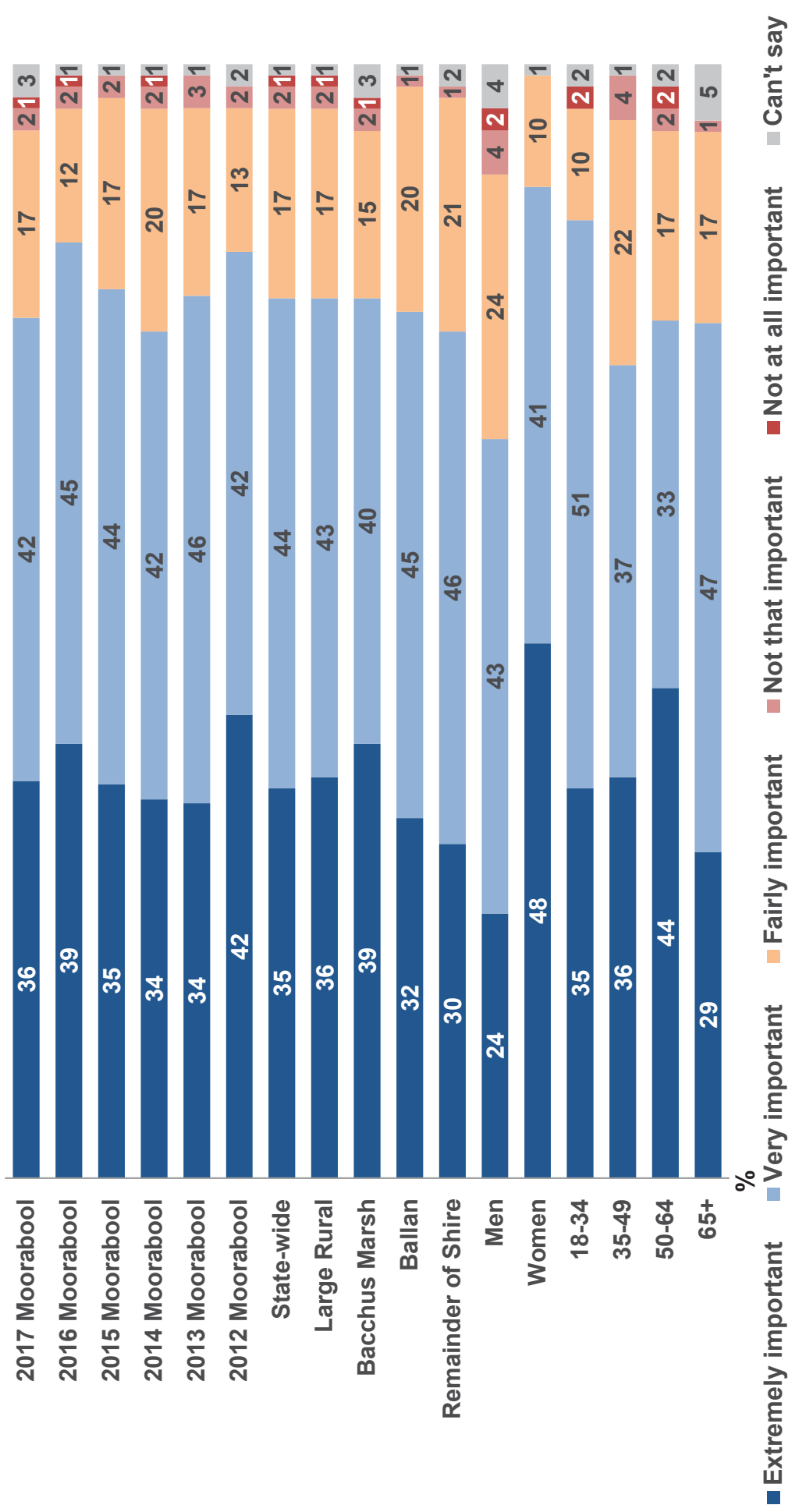
Base: All respondents. Councils asked state-wide: 24 Councils asked group: 5

Note: Please see page 5 for explanation about significant differences

# 2017 ELDERLY SUPPORT SERVICES IMPORTANCE DETAILED PERCENTAGES



2017 Elderly Support Importance



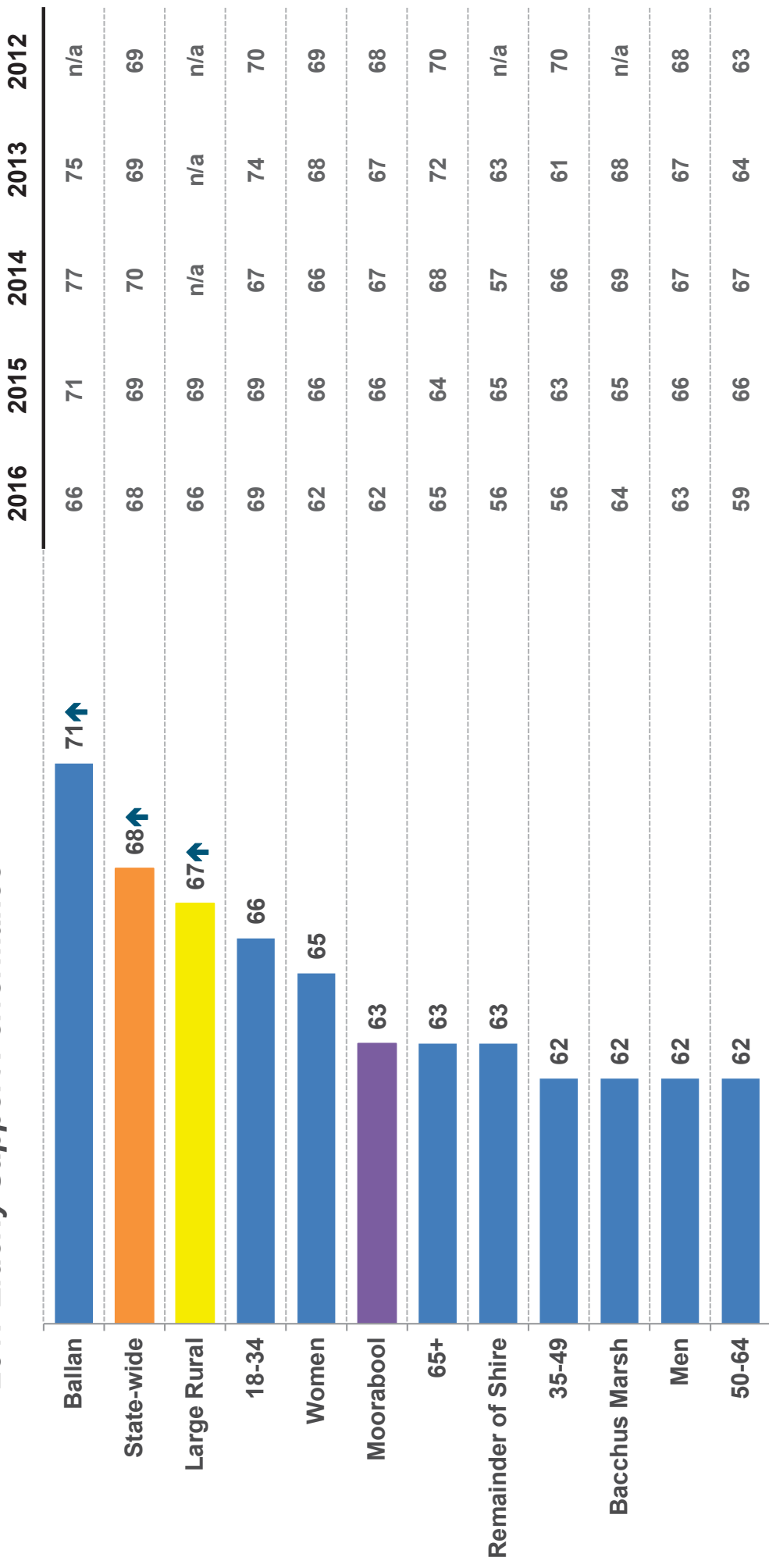
Q1. Firstly, how important should 'elderly support services' be as a responsibility for Council?  
Base: All respondents. Councils asked state-wide: 24 Councils asked group: 5



# 2017 ELDERLY SUPPORT SERVICES PERFORMANCE INDEX SCORES



## 2017 Elderly Support Performance



Q2. How has Council performed on 'elderly support services' over the last 12 months?

Base: All respondents. Councils asked state-wide: 35 Councils asked group: 9

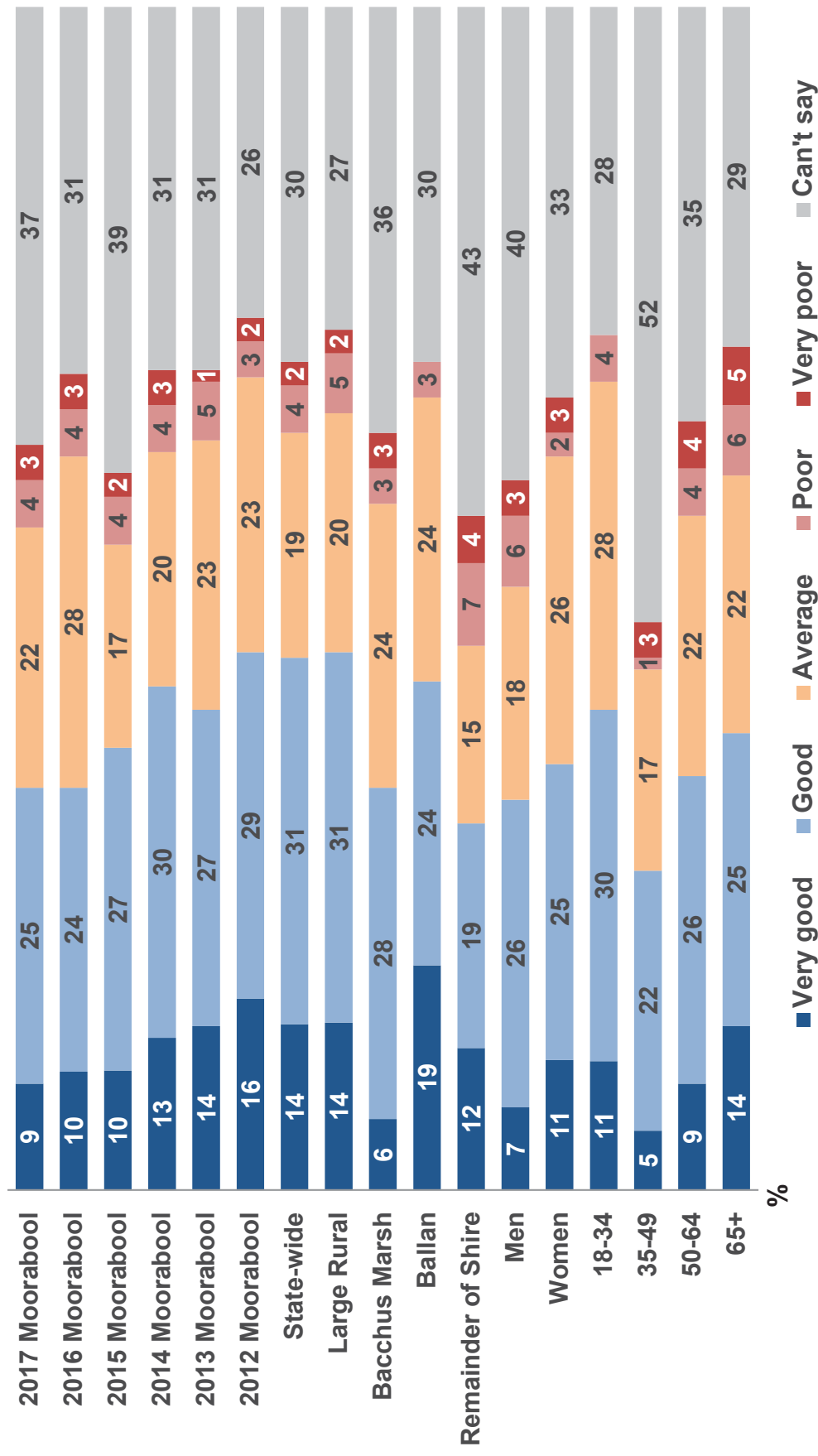
Note: Please see page 5 for explanation about significant differences



# 2017 ELDERLY SUPPORT SERVICES PERFORMANCE DETAILED PERCENTAGES



## 2017 Elderly Support Performance

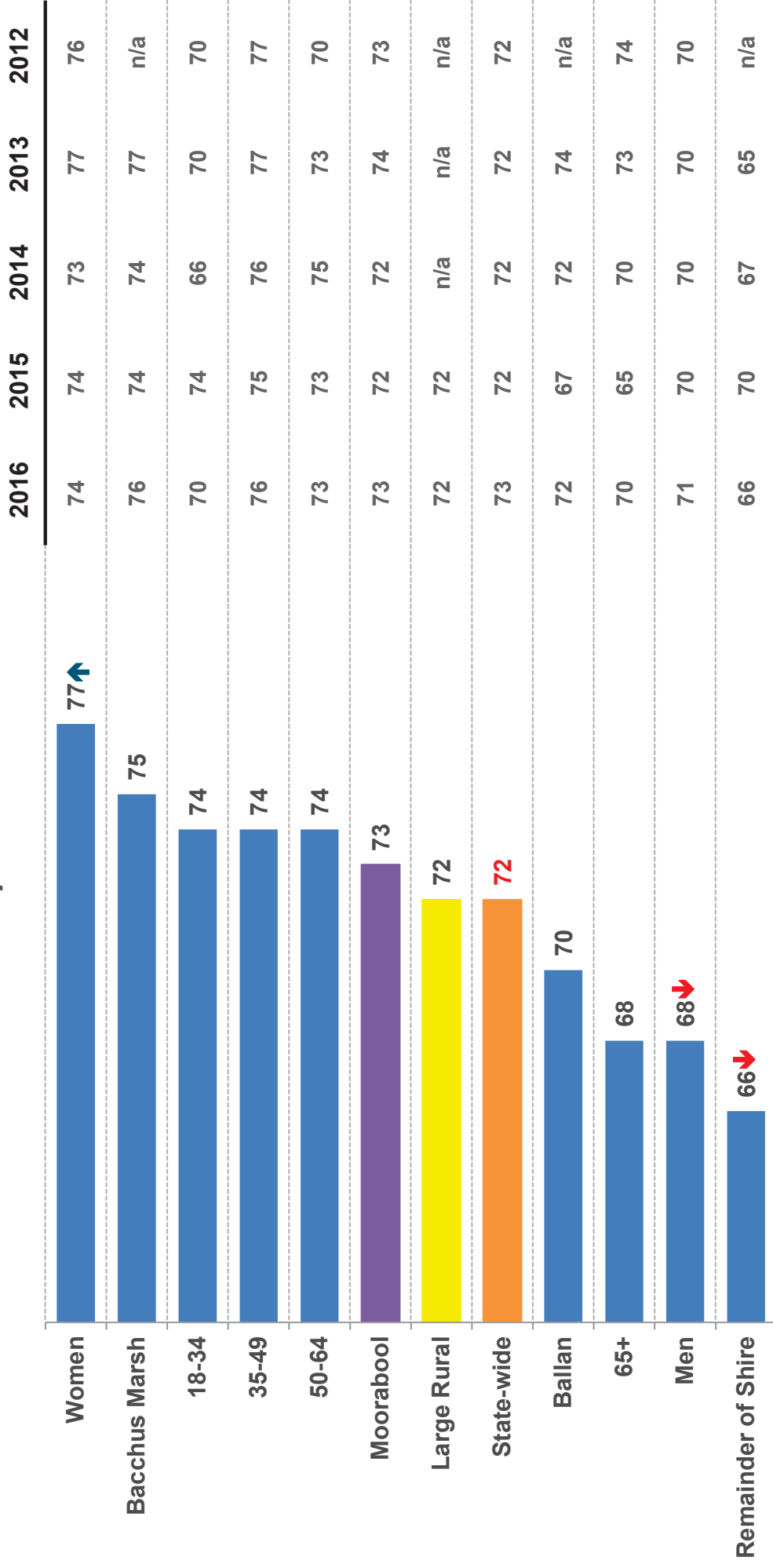


Q2. How has Council performed on 'elderly support services' over the last 12 months?  
Base: All respondents. Councils asked state-wide: 35 Councils asked group: 9

# 2017 RECREATIONAL FACILITIES IMPORTANCE INDEX SCORES



## 2017 Recreational Facilities Importance



Q1. Firstly, how important should 'recreational facilities' be as a responsibility for Council?

Base: All respondents. Councils asked state-wide: 27 Councils asked group: 5

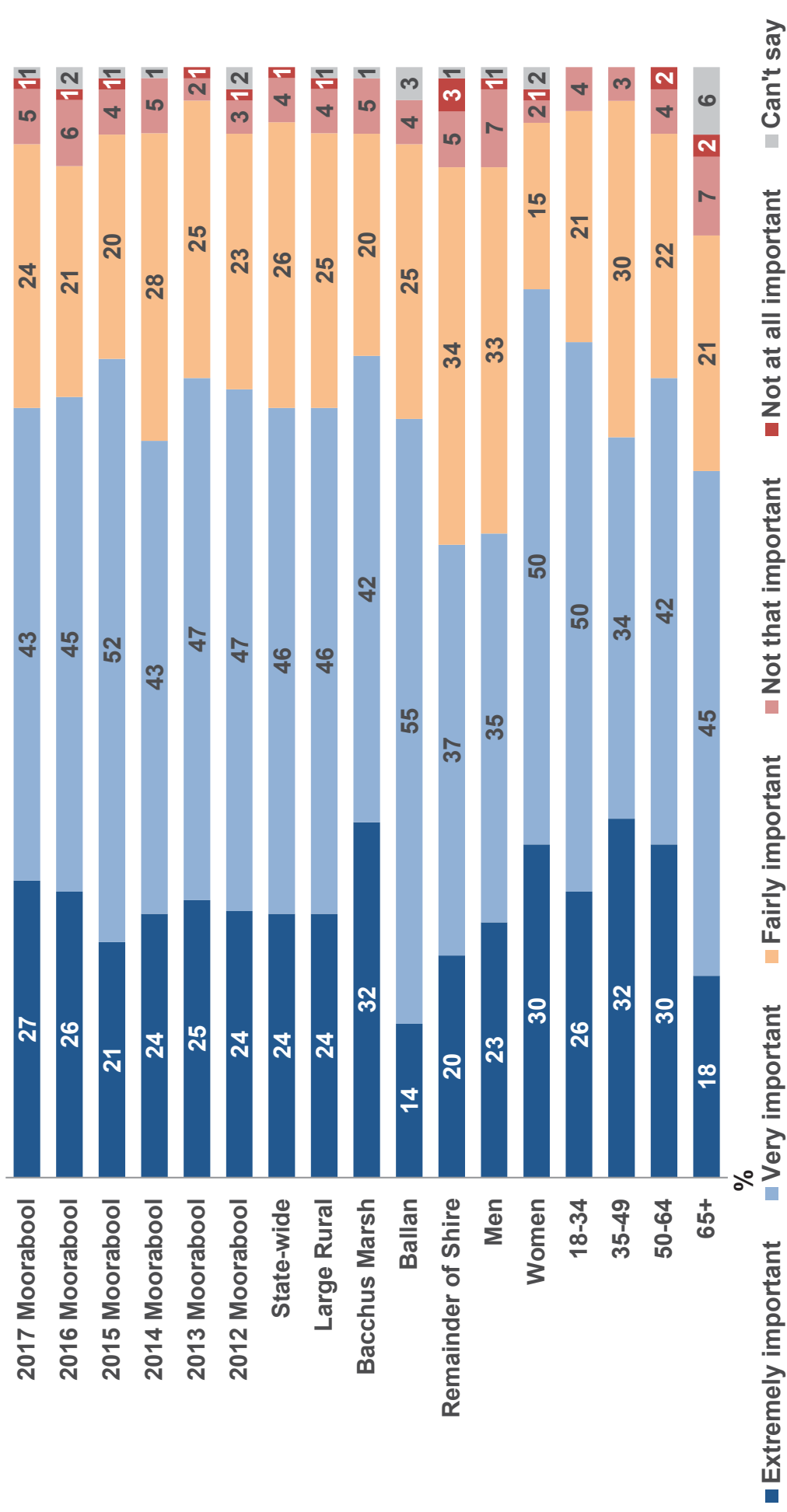
Note: Please see page 5 for explanation about significant differences

# 2017 RECREATIONAL FACILITIES

## IMPORTANCE DETAILED PERCENTAGES

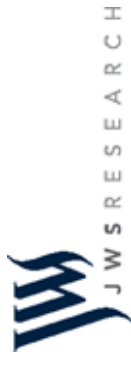


2017 Recreational Facilities Importance

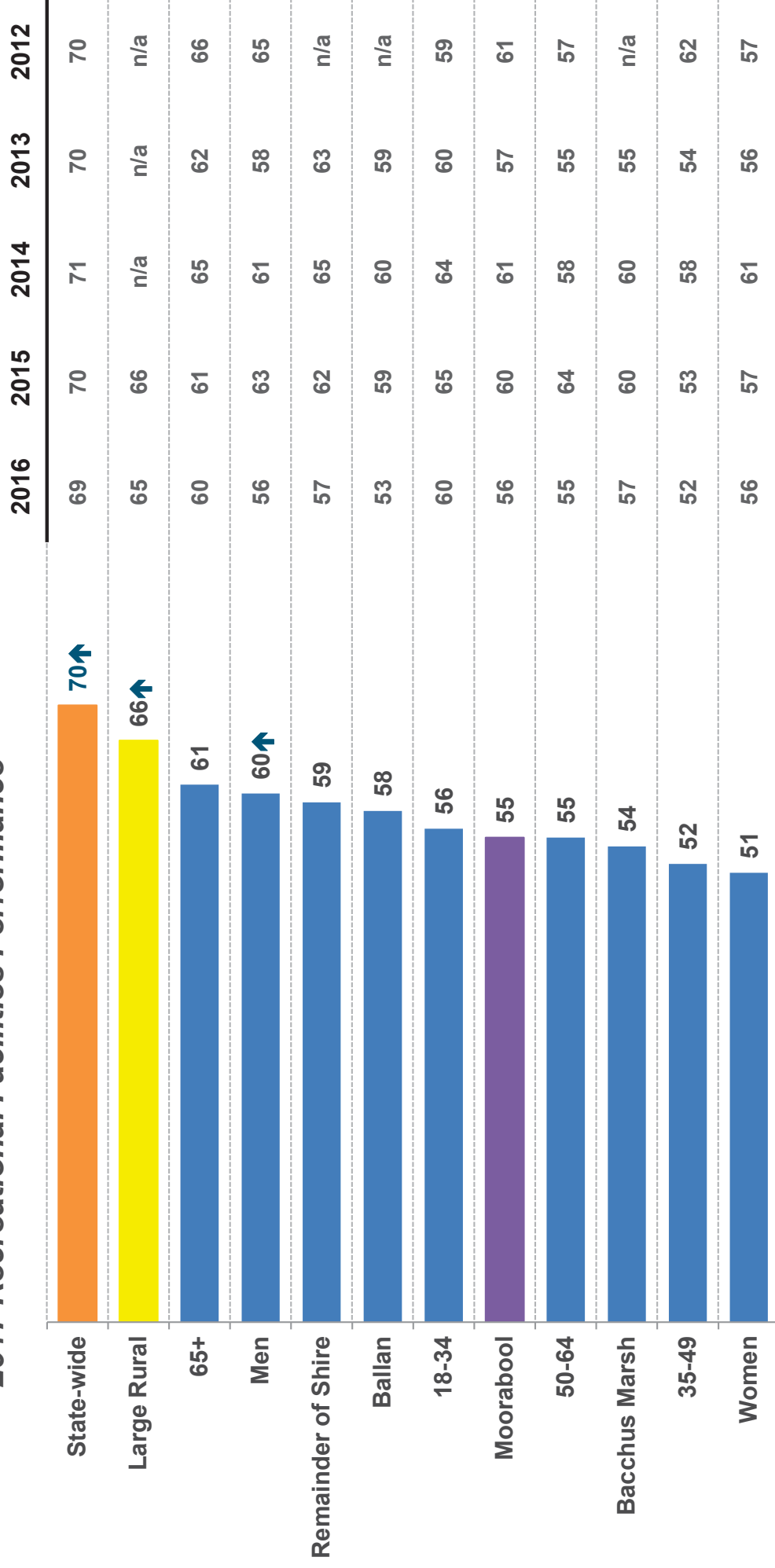


Q1. Firstly, how important should 'recreational facilities' be as a responsibility for Council?  
 Base: All respondents. Councils asked state-wide: 27 Councils asked group: 5

# 2017 RECREATIONAL FACILITIES PERFORMANCE INDEX SCORES



## 2017 Recreational Facilities Performance

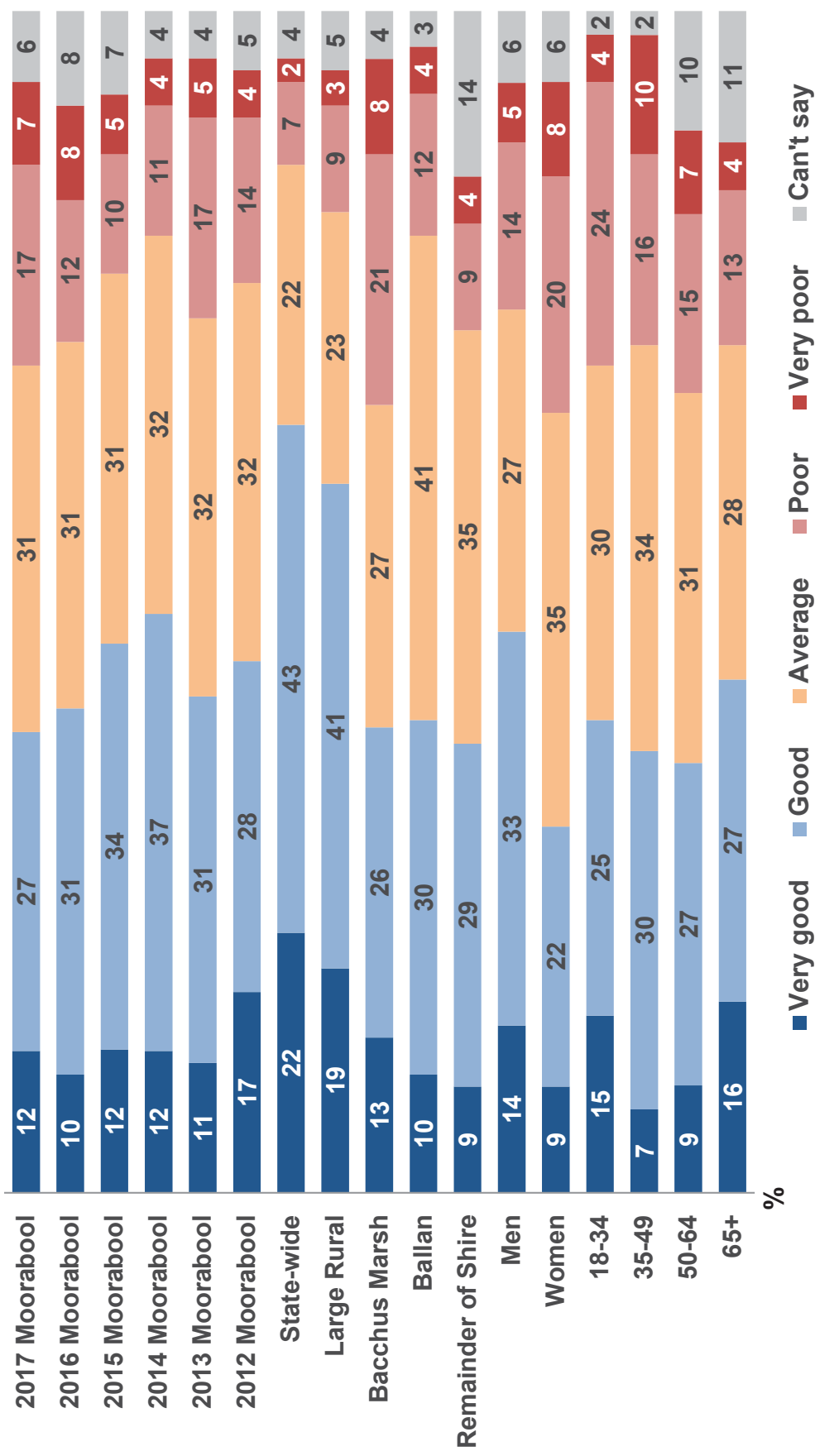


Q2. How has Council performed on 'recreational facilities' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 40 Councils asked group: 10  
 Note: Please see page 5 for explanation about significant differences

# 2017 RECREATIONAL FACILITIES PERFORMANCE DETAILED PERCENTAGES



## 2017 Recreational Facilities Performance

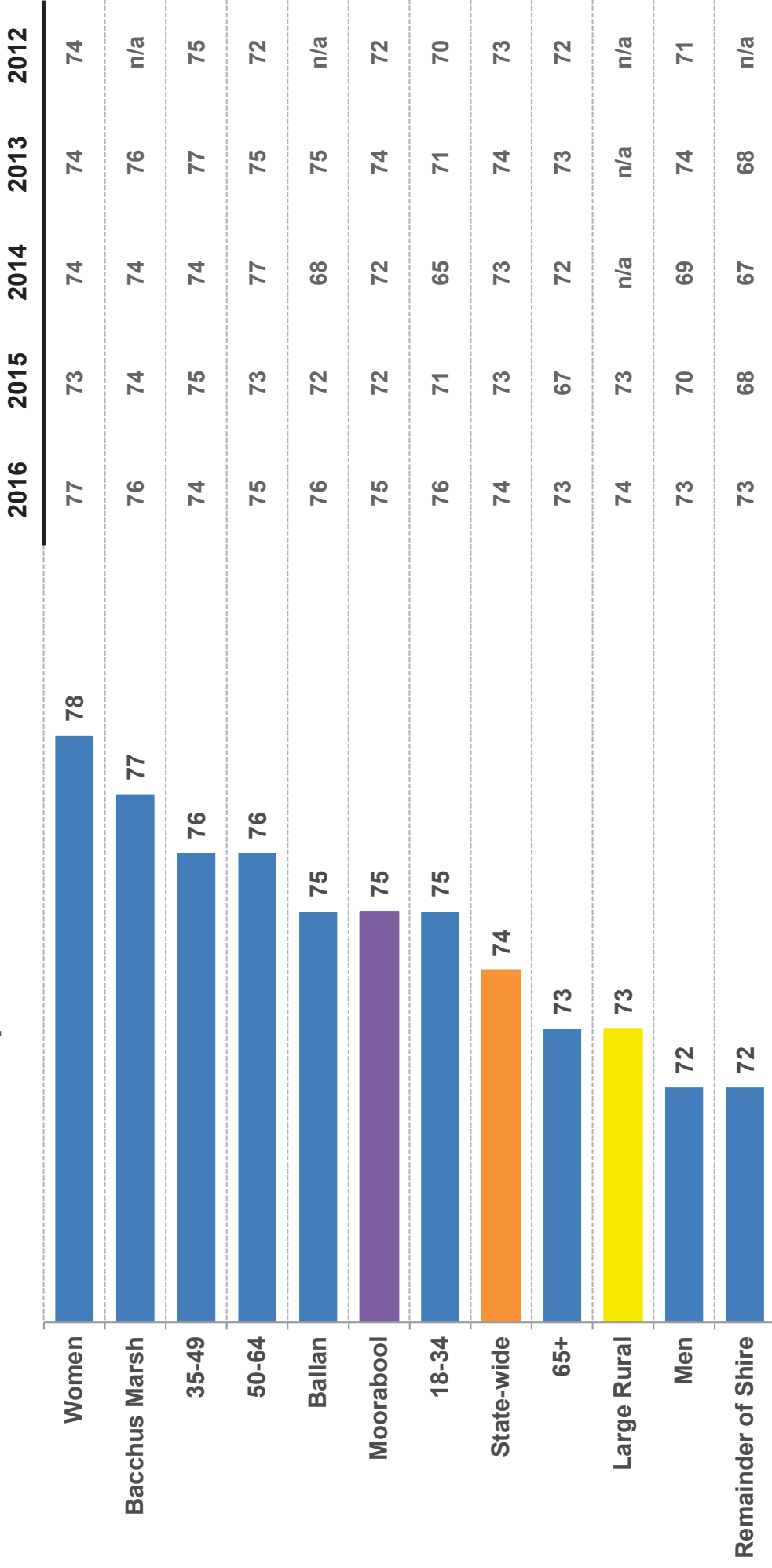


Q2. How has Council performed on 'recreational facilities' over the last 12 months?  
Base: All respondents. Councils asked state-wide: 40 Councils asked group: 10

# 2017 THE APPEARANCE OF PUBLIC AREAS IMPORTANCE INDEX SCORES



## 2017 Public Areas Importance



Q1. Firstly, how important should 'the appearance of public areas' be as a responsibility for Council?

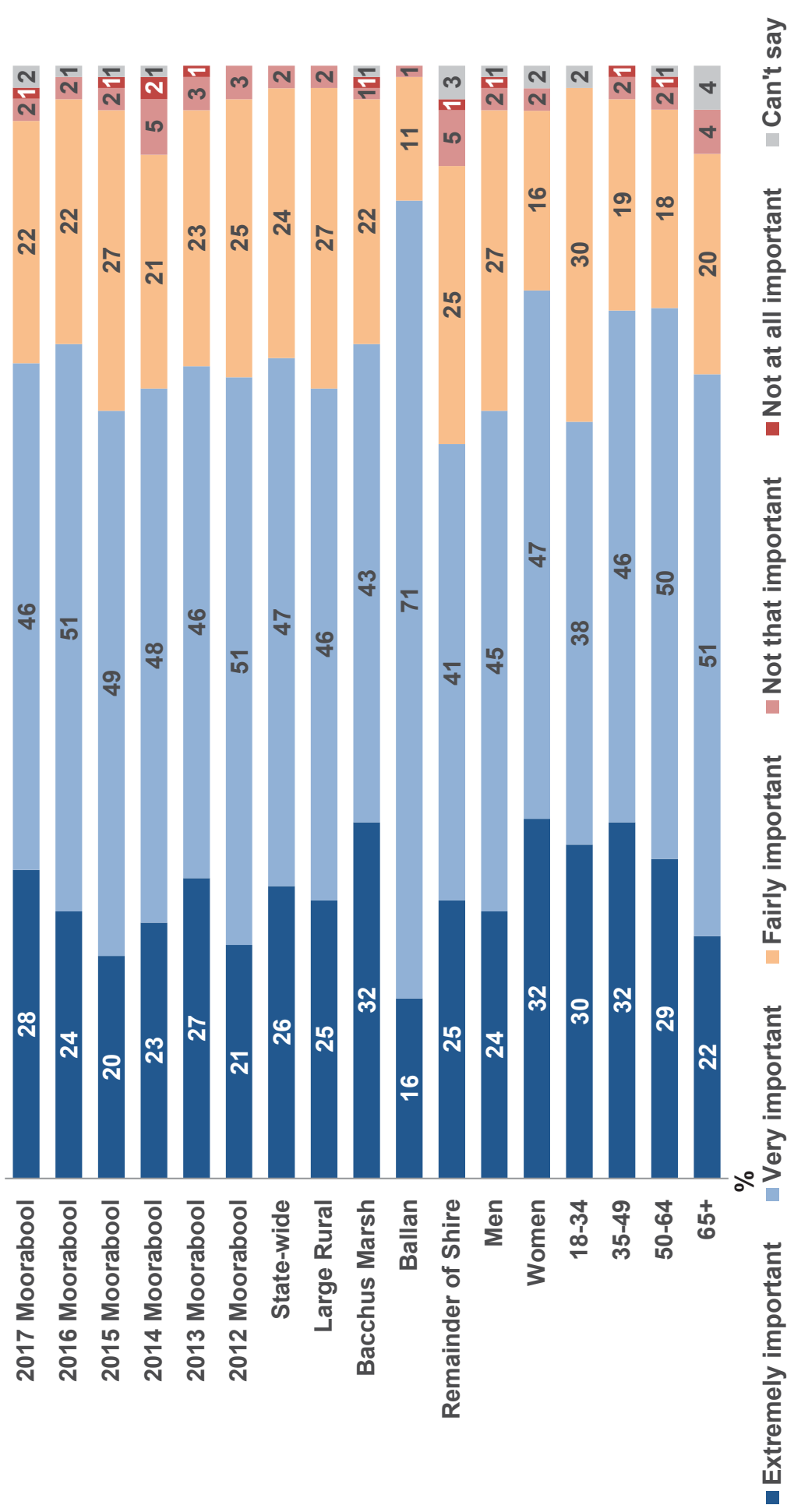
Base: All respondents. Councils asked state-wide: 28 Councils asked group: 5

Note: Please see page 5 for explanation about significant differences

# 2017 THE APPEARANCE OF PUBLIC AREAS

## IMPORTANCE DETAILED PERCENTAGES

2017 Public Areas Importance

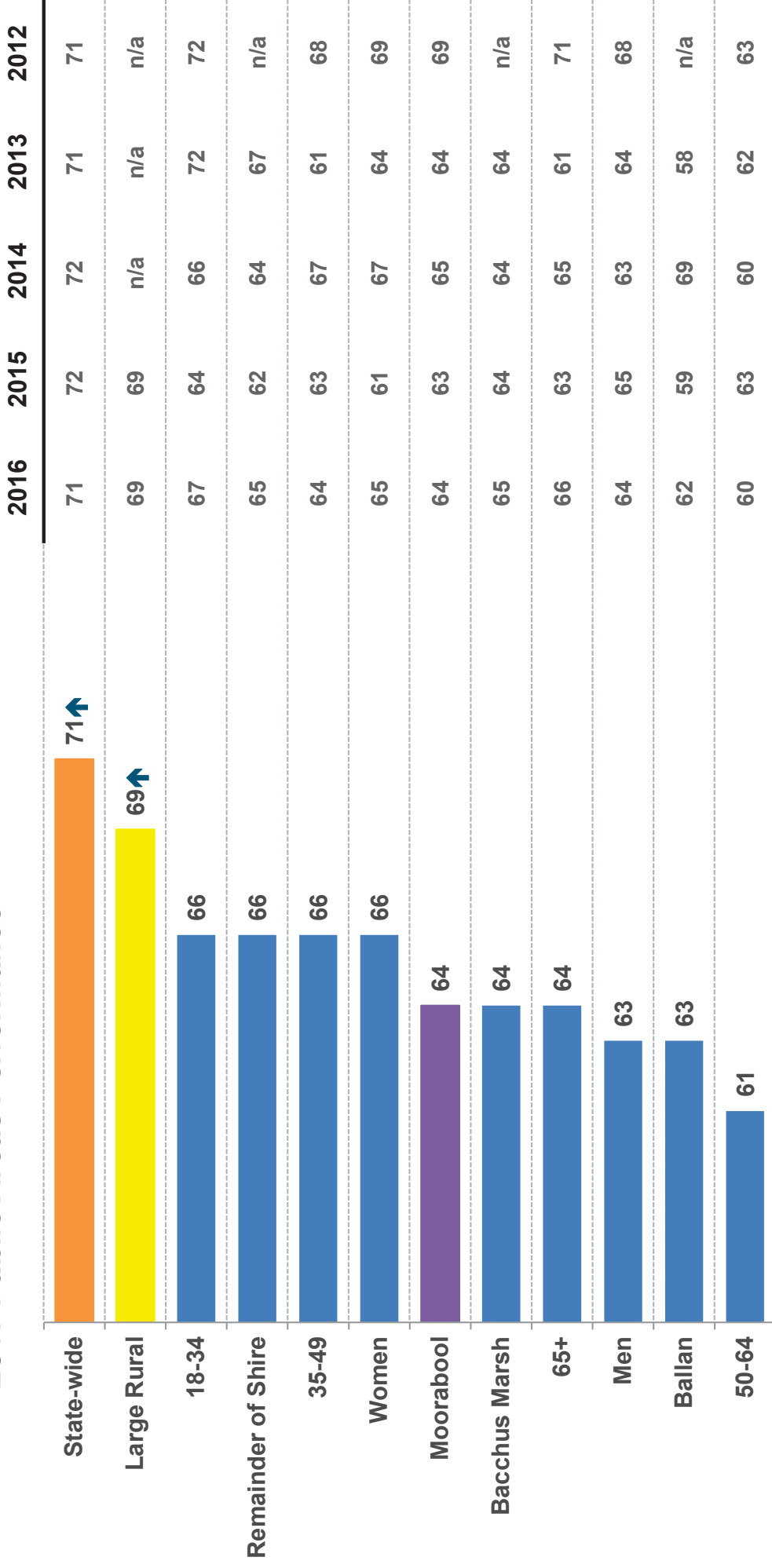




# 2017 THE APPEARANCE OF PUBLIC AREAS PERFORMANCE INDEX SCORES



## 2017 Public Areas Performance



Q2. How has Council performed on 'the appearance of public areas' over the last 12 months?

Base: All respondents. Councils asked state-wide: 39 Councils asked group: 8

Note: Please see page 5 for explanation about significant differences

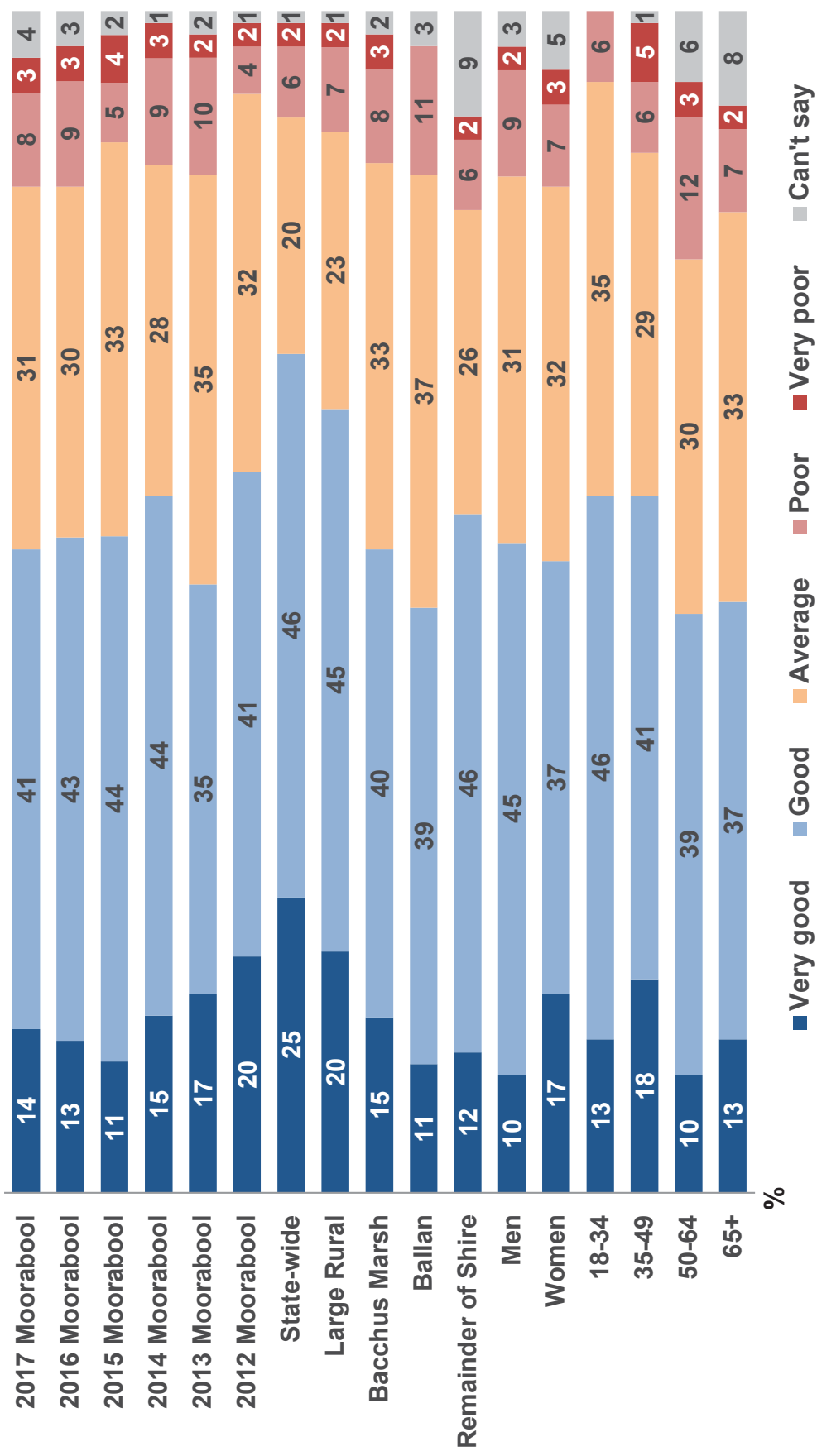


# 2017 THE APPEARANCE OF PUBLIC AREAS

## PERFORMANCE DETAILED PERCENTAGES



2017 Public Areas Performance

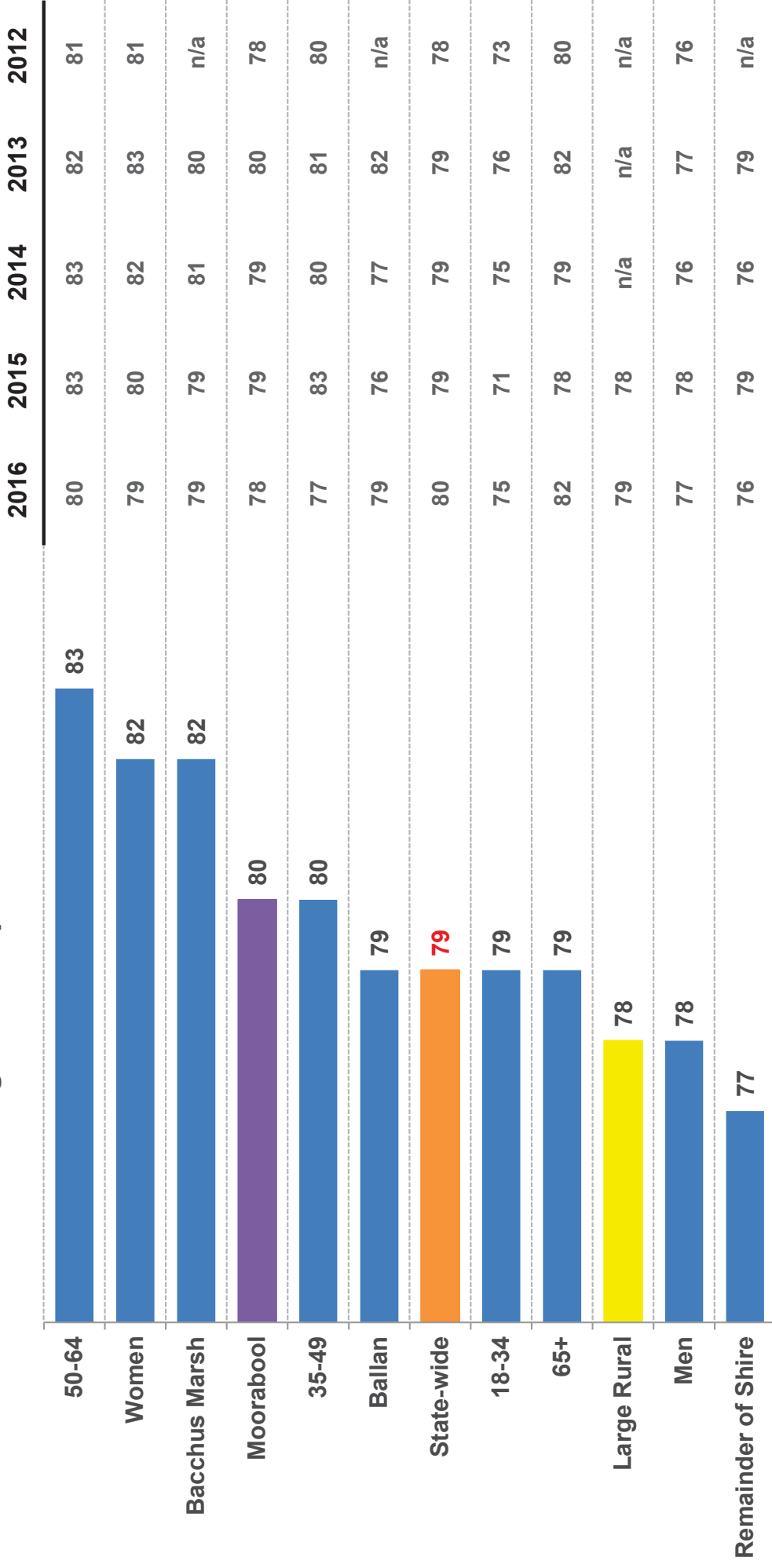


Q2. How has Council performed on 'the appearance of public areas' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 39 Councils asked group: 8

# 2017 WASTE MANAGEMENT IMPORTANCE INDEX SCORES



## 2017 Waste Management Importance



Q1. Firstly, how important should 'waste management' be as a responsibility for Council?

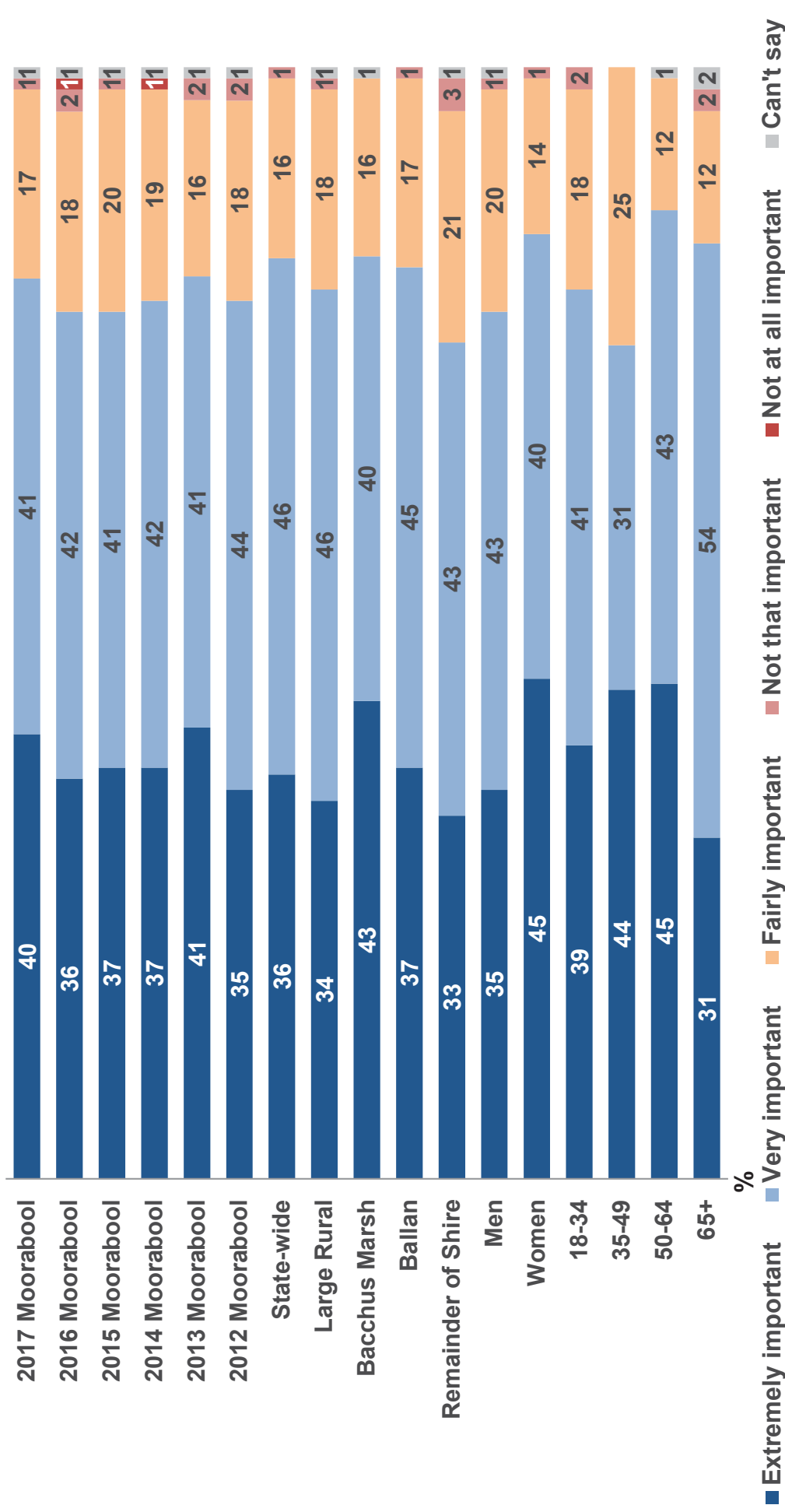
Base: All respondents. Councils asked state-wide: 28 Councils asked group: 5

Note: Please see page 5 for explanation about significant differences

# 2017 WASTE MANAGEMENT IMPORTANCE DETAILED PERCENTAGES



2017 Waste Management Importance

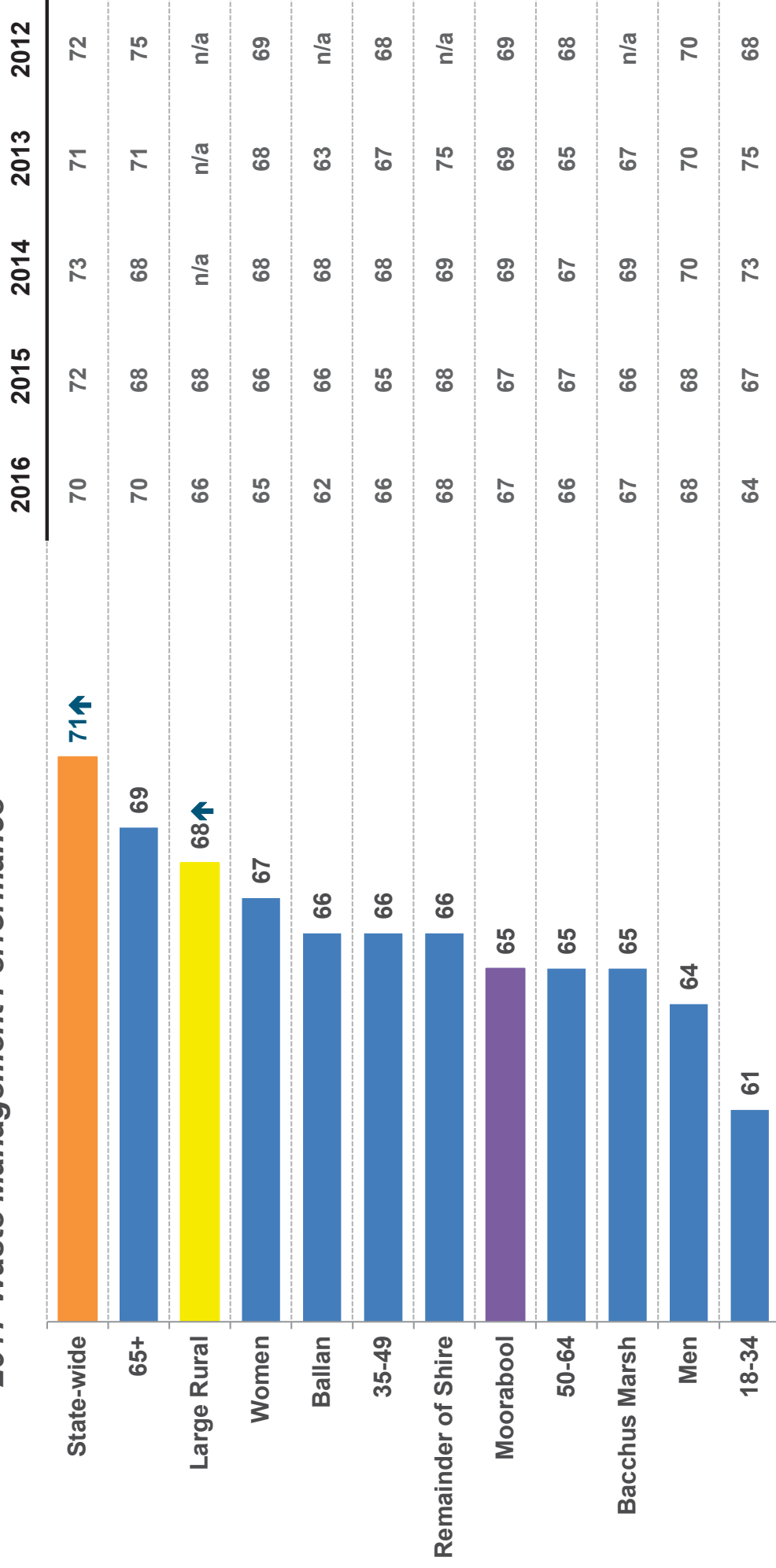


Q1. Firstly, how important should 'waste management' be as a responsibility for Council?  
Base: All respondents. Councils asked state-wide: 28 Councils asked group: 5

# 2017 WASTE MANAGEMENT PERFORMANCE INDEX SCORES



## 2017 Waste Management Performance



Q2. How has Council performed on 'waste management' over the last 12 months?

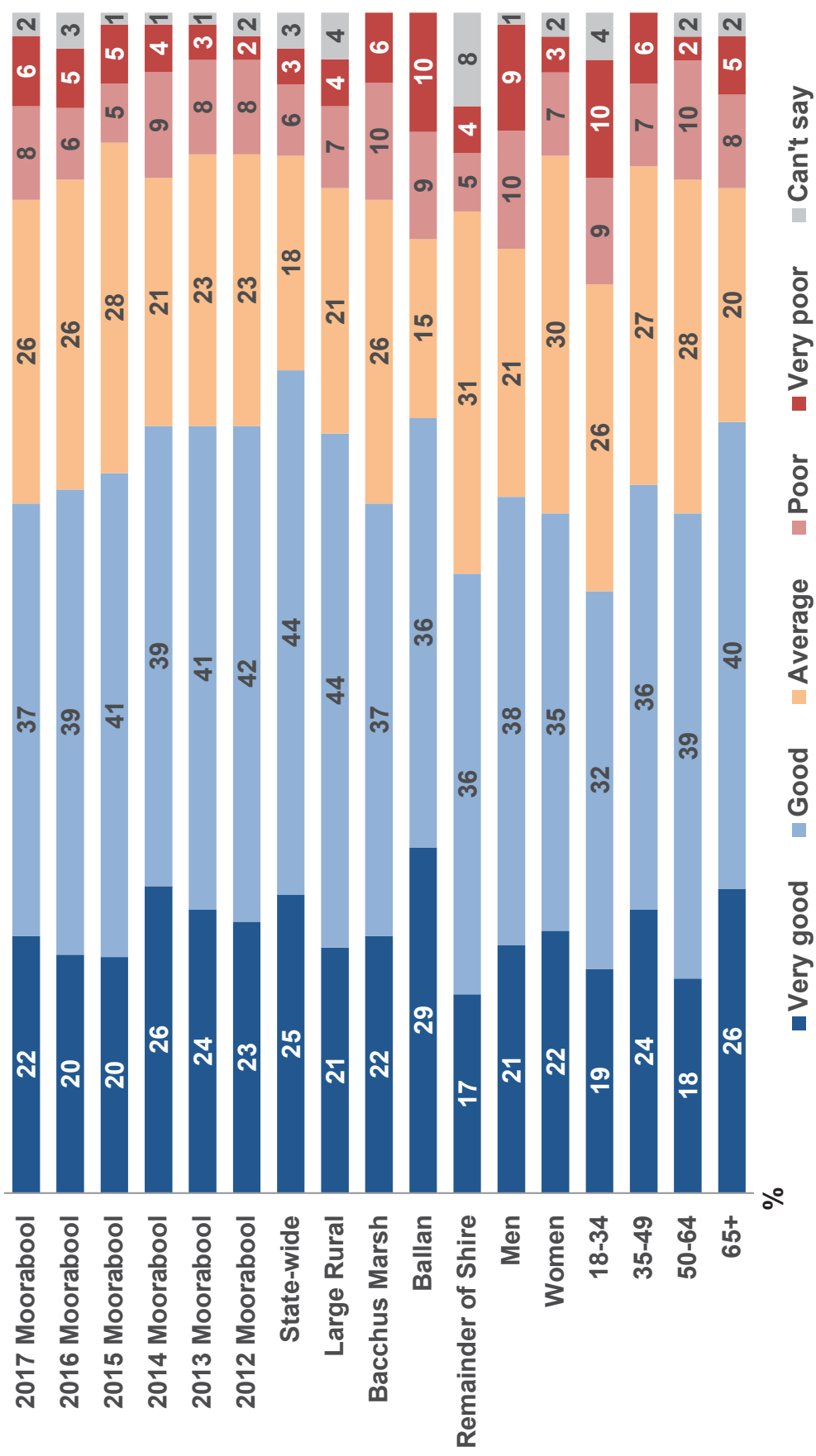
Base: All respondents. Councils asked state-wide: 38 Councils asked group: 9

Note: Please see page 5 for explanation about significant differences

# 2017 WASTE MANAGEMENT PERFORMANCE DETAILED PERCENTAGES

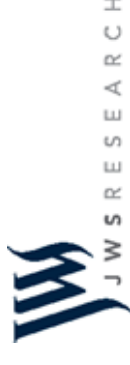


## 2017 Waste Management Performance

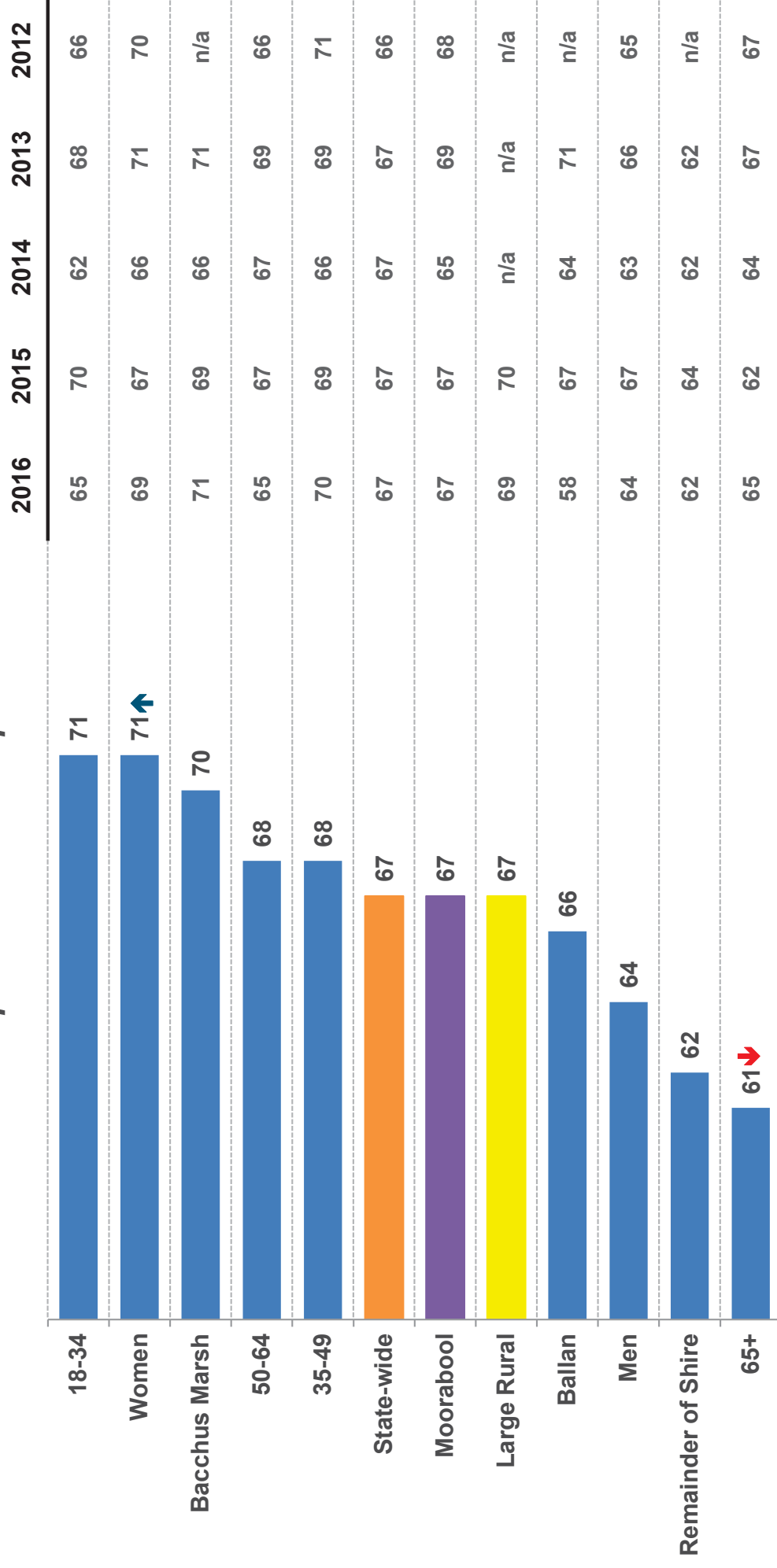


Q2. How has Council performed on 'waste management' over the last 12 months?  
Base: All respondents. Councils asked state-wide: 38 Councils asked group: 9

# 2017 BUSINESS AND COMMUNITY DEVELOPMENT AND TOURISM IMPORTANCE INDEX SCORES



2017 Business/Development/Tourism Importance

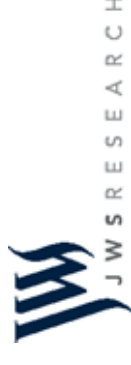


Q1. Firstly, how important should 'business and community development and tourism' be as a responsibility for Council?

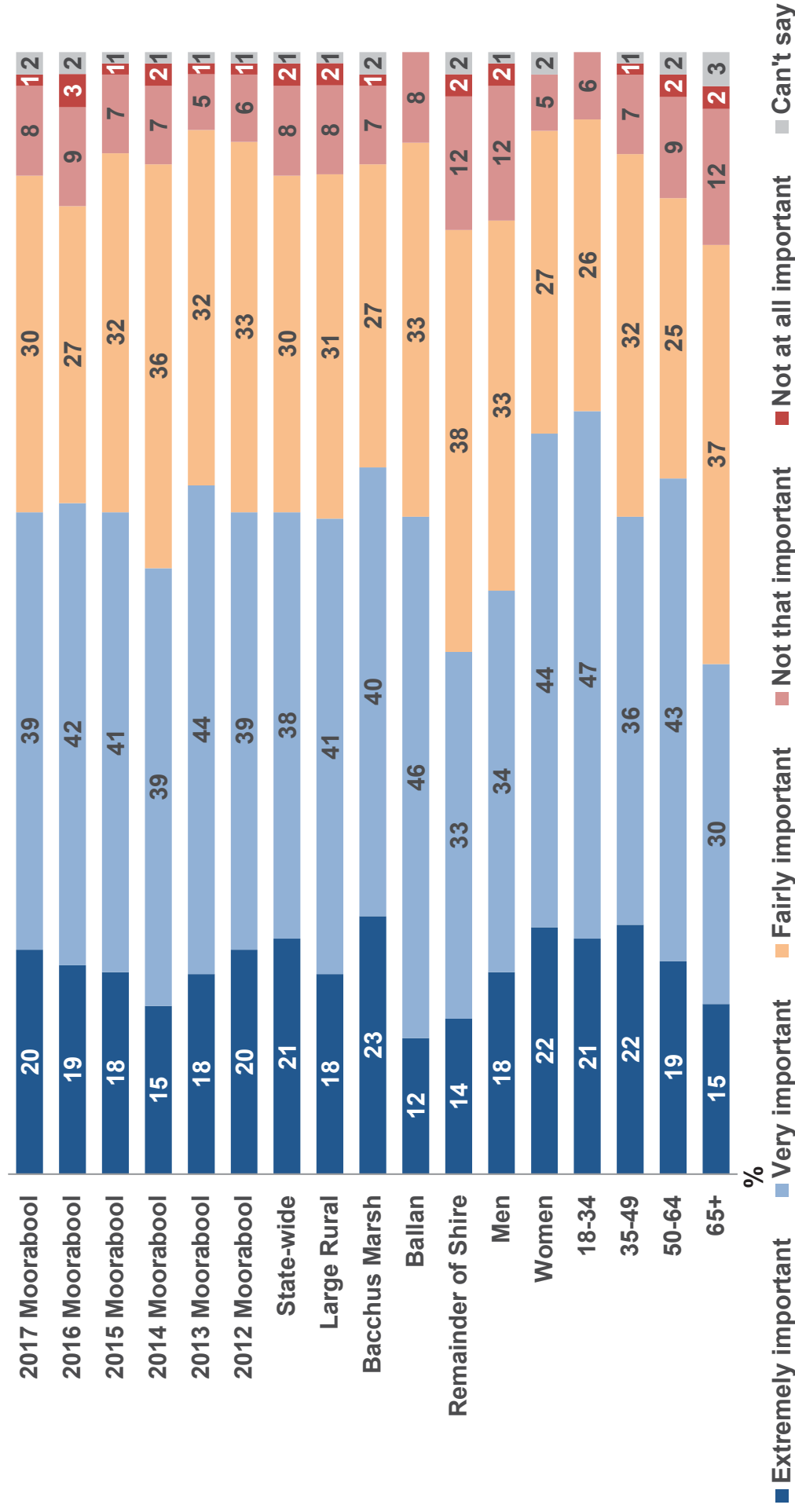
Base: All respondents. Councils asked state-wide: 18 Councils asked group: 2

Note: Please see page 5 for explanation about significant differences

# 2017 BUSINESS AND COMMUNITY DEVELOPMENT AND TOURISM IMPORTANCE DETAILED PERCENTAGES

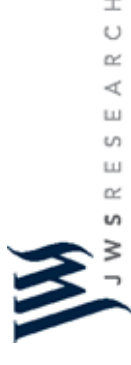


2017 Business/Development/Tourism Importance

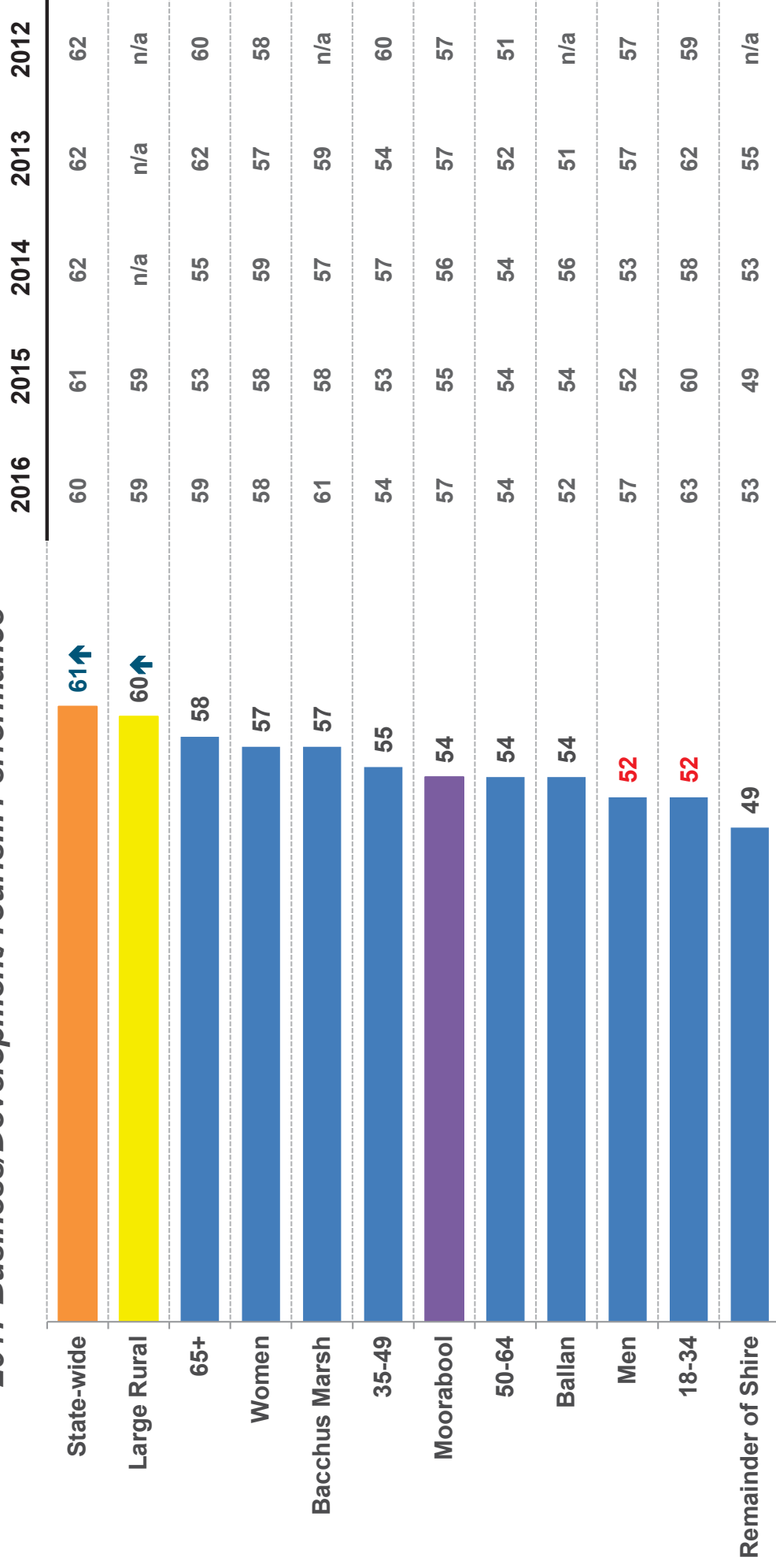




# 2017 BUSINESS AND COMMUNITY DEVELOPMENT AND TOURISM PERFORMANCE INDEX SCORES



## 2017 Business/Development/Tourism Performance



Q2. How has Council performed on 'business and community development and tourism' over the last 12 months?

Base: All respondents. Councils asked state-wide: 24 Councils asked group: 5

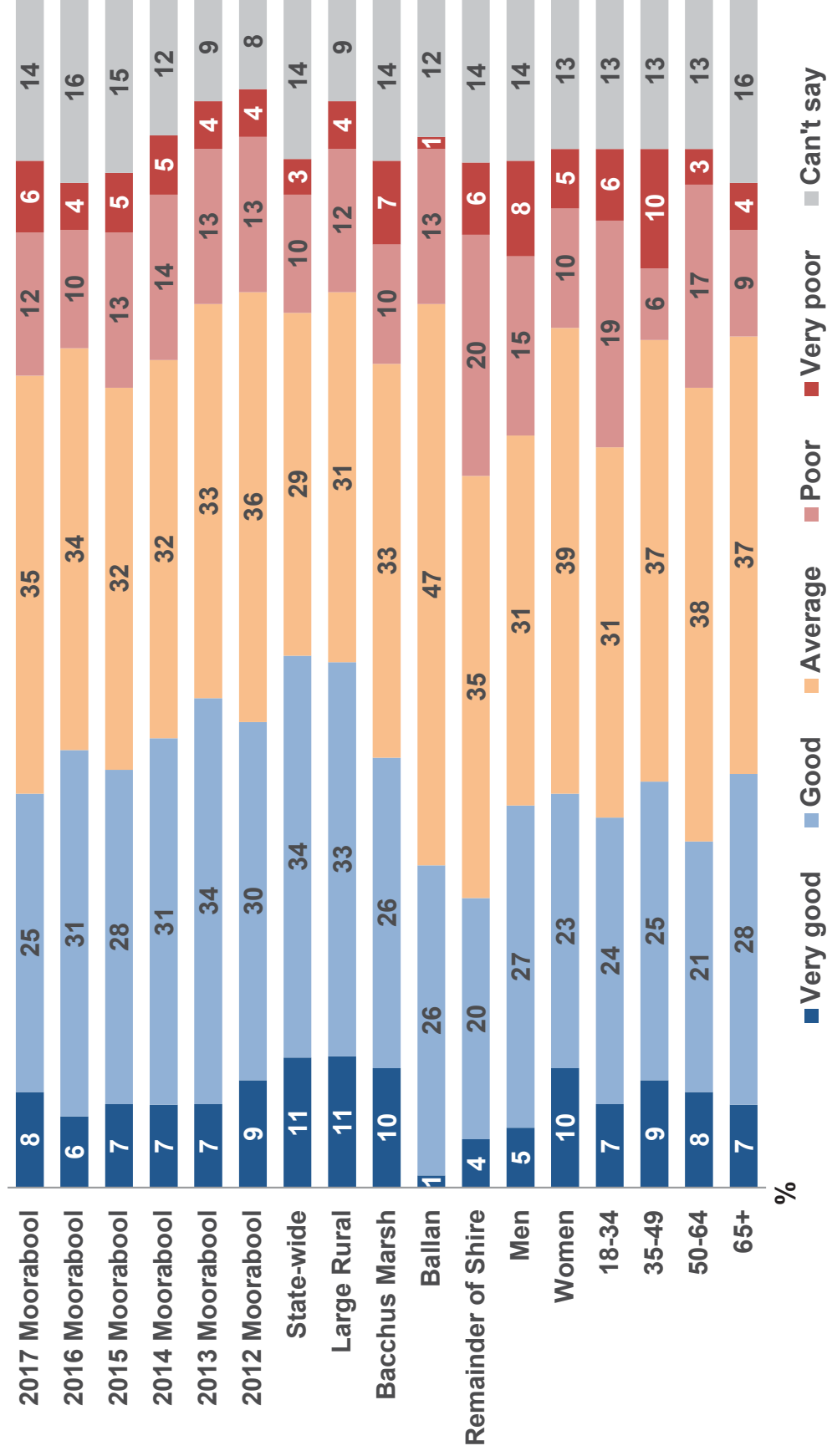
Note: Please see page 5 for explanation about significant differences

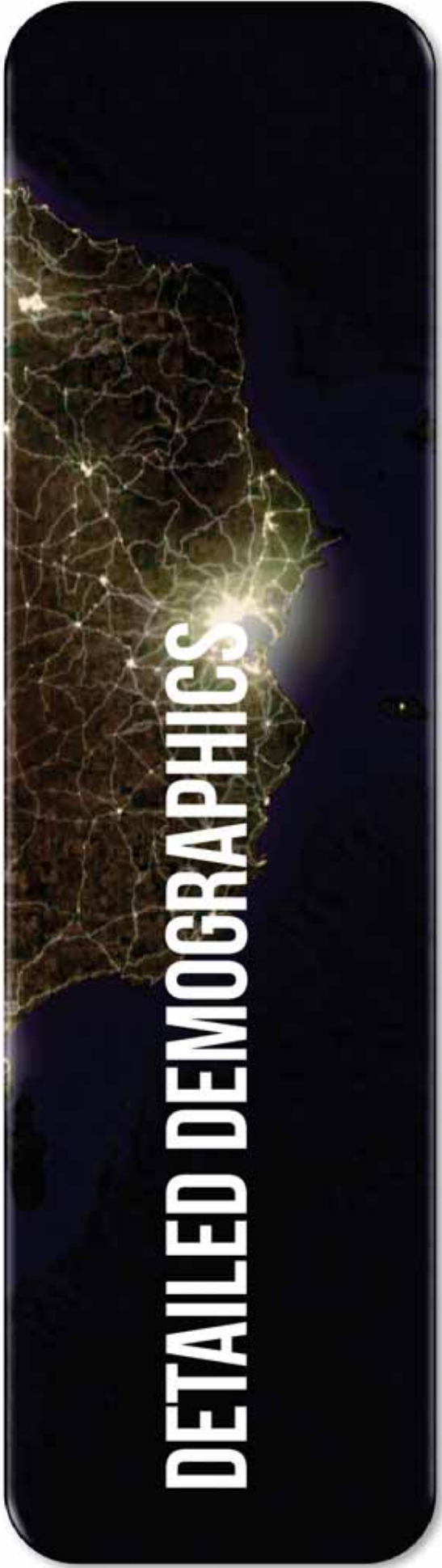


# 2017 BUSINESS AND COMMUNITY DEVELOPMENT AND TOURISM PERFORMANCE DETAILED PERCENTAGES



2017 Business/Development/Tourism Performance



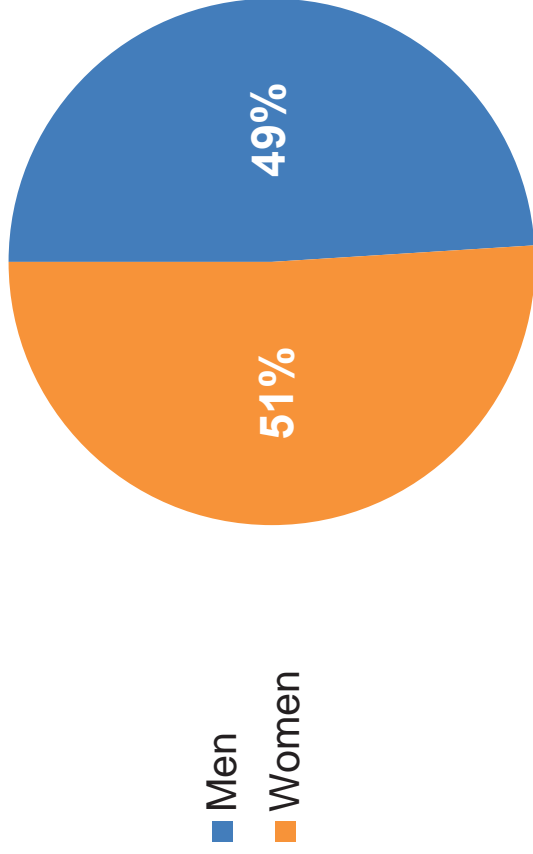


# DETAILED DEMOGRAPHICS

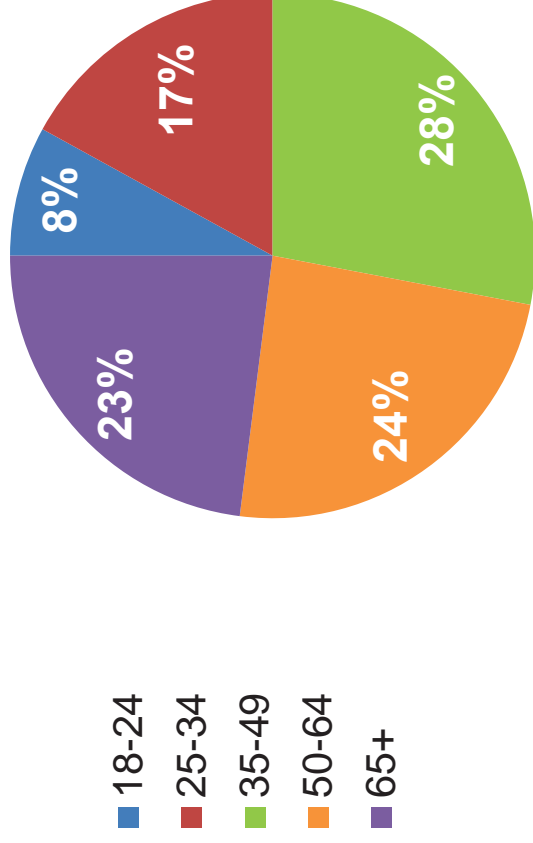


# 2017 GENDER AND AGE PROFILE

## Gender



## Age



*Please note that for the reason of simplifying reporting, interlocking age and gender reporting has not been included in this report. Interlocking age and gender analysis is still available in the dashboard and data tables provided alongside this report.*



**APPENDIX A:  
DETAILED SURVEY TABULATIONS**

**AVAILABLE IN SUPPLIED EXCEL FILE**





**APPENDIX B:  
FURTHER PROJECT INFORMATION**



## APPENDIX B: BACKGROUND AND OBJECTIVES

---

The survey was revised in 2012. As a result:

- The survey is now conducted as a representative random probability survey of residents aged 18 years or over in local councils, whereas previously it was conducted as a 'head of household' survey.
- As part of the change to a representative resident survey, results are now weighted post survey to the known population distribution of Moorabool Shire Council according to the most recently available Australian Bureau of Statistics population estimates, whereas the results were previously not weighted.
- The service responsibility area performance measures have changed significantly and the rating scale used to assess performance has also changed.

As such, the results of the 2012 State-wide Local Government Community Satisfaction Survey should be considered as a benchmark. Please note that comparisons should not be made with the State-wide Local Government Community Satisfaction Survey results from 2011 and prior due to the methodological and sampling changes. **Comparisons in the period 2012-2017 have been made throughout this report as appropriate.**



## APPENDIX B: MARGINS OF ERROR

The sample size for the 2017 State-wide Local Government Community Satisfaction Survey for Moorabool Shire Council was n=400. Unless otherwise noted, this is the total sample base for all reported charts and tables.

The maximum margin of error on a sample of approximately n=400 interviews is +/-4.9% at the 95% confidence level for results around 50%. Margins of error will be larger for any sub-samples. As an example, a result of 50% can be read confidently as falling midway in the range 45.1% - 54.9%.

Maximum margins of error are listed in the table below, based on a population of 24,000 people aged 18 years or over for Moorabool Shire Council, according to ABS estimates.

Demographic	Actual survey sample size	Weighted base	Maximum margin of error at 95% confidence interval
Moorabool Shire Council	400	400	+/-4.9
Men	192	198	+/-7.1
Women	208	202	+/-6.8
Bacchus Marsh	245	257	+/-6.2
Ballan	53	49	+/-13.6
Remainder of Shire	102	94	+/-9.7
18-34 years	47	101	+/-14.4
35-49 years	87	113	+/-10.5
50-64 years	137	96	+/-8.4
65+ years	129	90	+/-8.6

# APPENDIX B: ANALYSIS AND REPORTING

---

All participating councils are listed in the state-wide report published on the DELWP website. In 2017, 68 of the 79 Councils throughout Victoria participated in this survey. For consistency of analysis and reporting across all projects, Local Government Victoria has aligned its presentation of data to use standard council groupings. Accordingly, the council reports for the community satisfaction survey provide analysis using these standard council groupings. Please note that councils participating across 2012-2017 vary slightly.

## **Council Groups**

Moorabool Shire Council is classified as a Large Rural council according to the following classification list:

- Metropolitan, Interface, Regional Centres, Large Rural & Small Rural

Councils participating in the Large Rural group are: Bass Coast, Baw Baw, Campaspe, Colac Otway, Corangamite, East Gippsland, Glenelg, Golden Plains, Macedon Ranges, Mitchell, Moira, Moorabool, Mount Alexander, Moyne, South Gippsland, Southern Grampians, Surf Coast, Swan Hill and Wellington.

Wherever appropriate, results for Moorabool Shire Council for this 2017 State-wide Local Government Community Satisfaction Survey have been compared against other participating councils in the Large Rural group and on a state-wide basis. Please note that council groupings changed for 2015, and as such comparisons to council group results before that time can not be made within the reported charts.



# APPENDIX B: ANALYSIS AND REPORTING

## Index Scores

Many questions ask respondents to rate council performance on a five-point scale, for example, from ‘very good’ to ‘very poor’, with ‘can’t say’ also a possible response category. To facilitate ease of reporting and comparison of results over time, starting from the 2012 survey and measured against the state-wide result and the council group, an ‘Index Score’ has been calculated for such measures.

The Index Score is calculated and represented as a score out of 100 (on a 0 to 100 scale), with ‘can’t say’ responses excluded from the analysis. The ‘% RESULT’ for each scale category is multiplied by the ‘INDEX FACTOR’. This produces an ‘INDEX VALUE’ for each category, which are then summed to produce the ‘INDEX SCORE’, equating to ‘60’ in the following example.

SCALE CATEGORIES	% RESULT	INDEX FACTOR	INDEX VALUE
Very good	9%	100	9
Good	40%	75	30
Average	37%	50	19
Poor	9%	25	2
Very poor	4%	0	0
Can't say	1%	--	<b>INDEX SCORE 60</b>

# APPENDIX B: ANALYSIS AND REPORTING



Similarly, an Index Score has been calculated for the Core question 'Performance direction in the last 12 months', based on the following scale for each performance measure category, with 'Can't say' responses excluded from the calculation.

SCALE CATEGORIES	% RESULT	INDEX FACTOR	INDEX VALUE
Improved	36%	100	36
Stayed the same	40%	50	20
Deteriorated	23%	0	0
Can't say	1%	--	<b>INDEX SCORE 56</b>

# APPENDIX B: INDEX SCORE IMPLICATIONS

Index scores are indicative of an overall rating on a particular service area. In this context, index scores indicate:

- a) how well council is seen to be performing in a particular service area; or
- b) the level of importance placed on a particular service area.

For ease of interpretation, index score ratings can be categorised as follows:

INDEX SCORE	Performance implication	Importance implication
75 – 100	Council is performing <b>very well</b> in this service area	This service area is seen to be <b>extremely important</b>
60 – 75	Council is performing <b>well</b> in this service area, but there is room for improvement	This service area is seen to be <b>very important</b>
50 – 60	Council is performing <b>satisfactorily</b> in this service area but needs to improve	This service area is seen to be <b>fairly important</b>
40 – 50	Council is performing <b>poorly</b> in this service area	This service area is seen to be <b>somewhat important</b>
0 – 40	Council is performing <b>very poorly</b> in this service area	This service area is seen to be <b>not that important</b>

## APPENDIX B:

### INDEX SCORE SIGNIFICANT DIFFERENCE CALCULATION

---

The test applied to the Indexes was an Independent Mean Test, as follows:

$$Z \text{ Score} = (\$1 - \$2) / \text{Sqrt} ((\$3^2 / \$5) + (\$4^2 / \$6))$$

Where:

- \$1 = Index Score 1
- \$2 = Index Score 2
- \$3 = unweighted sample count 1
- \$4 = unweighted sample count 1
- \$5 = standard deviation 1
- \$6 = standard deviation 2

All figures can be sourced from the detailed cross tabulations.

The test was applied at the 95% confidence interval, so if the Z Score was greater than +/- 1.954 the scores are significantly different.

# APPENDIX B:

## ANALYSIS AND REPORTING

---

### Core, Optional and Tailored Questions

Over and above necessary geographic and demographic questions required to ensure sample representativeness, a base set of questions for the 2017 State-wide Local Government Community Satisfaction Survey was designated as 'Core' and therefore compulsory inclusions for all participating Councils.

These core questions comprised:

- Overall performance last 12 months (Overall performance)
- Lobbying on behalf of community (Advocacy)
- Community consultation and engagement (Consultation)
- Decisions made in the interest of the community (Making community decisions)
- Condition of sealed local roads (Sealed local roads)
- Contact in last 12 months (Contact)
- Rating of contact (Customer service)
- Overall council direction last 12 months (Council direction)

Reporting of results for these core questions can always be compared against other participating councils in the council group and against all participating councils state-wide. Alternatively, some questions in the 2017 State-wide Local Government Community Satisfaction Survey were optional. Councils also had the ability to ask tailored questions specific only to their council.

# APPENDIX B: ANALYSIS AND REPORTING

---

## Reporting

Every council that participated in the 2017 State-wide Local Government Community Satisfaction Survey receives a customised report. In addition, the state government is supplied with a state-wide summary report of the aggregate results of 'Core' and 'Optional' questions asked across all council areas surveyed.

Tailored questions commissioned by individual councils are reported only to the commissioning council and not otherwise shared unless by express written approval of the commissioning council.

The overall State-wide Local Government Community Satisfaction Report is available at <https://www.localgovernment.vic.gov.au/our-programs/council-community-satisfaction-survey>.



# APPENDIX B:

## GLOSSARY OF TERMS

---

**Core questions:** Compulsory inclusion questions for all councils participating in the CSS.

**CSS:** 2017 Victorian Local Government Community Satisfaction Survey.

**Council group:** One of five classified groups, comprising: metropolitan, interface, regional centres, large rural and small rural.

**Council group average:** The average result for all participating councils in the council group.

**Highest / lowest:** The result described is the highest or lowest result across a particular demographic sub-group e.g. men, for the specific question being reported. Reference to the result for a demographic sub-group being the highest or lowest does not imply that it is significantly higher or lower, unless this is specifically mentioned.

**Index score:** A score calculated and represented as a score out of 100 (on a 0 to 100 scale). This score is sometimes reported as a figure in brackets next to the category being described, e.g. men 50+ (60).

**Optional questions:** Questions which councils had an option to include or not.

**Percentages:** Also referred to as 'detailed results', meaning the proportion of responses, expressed as a percentage.

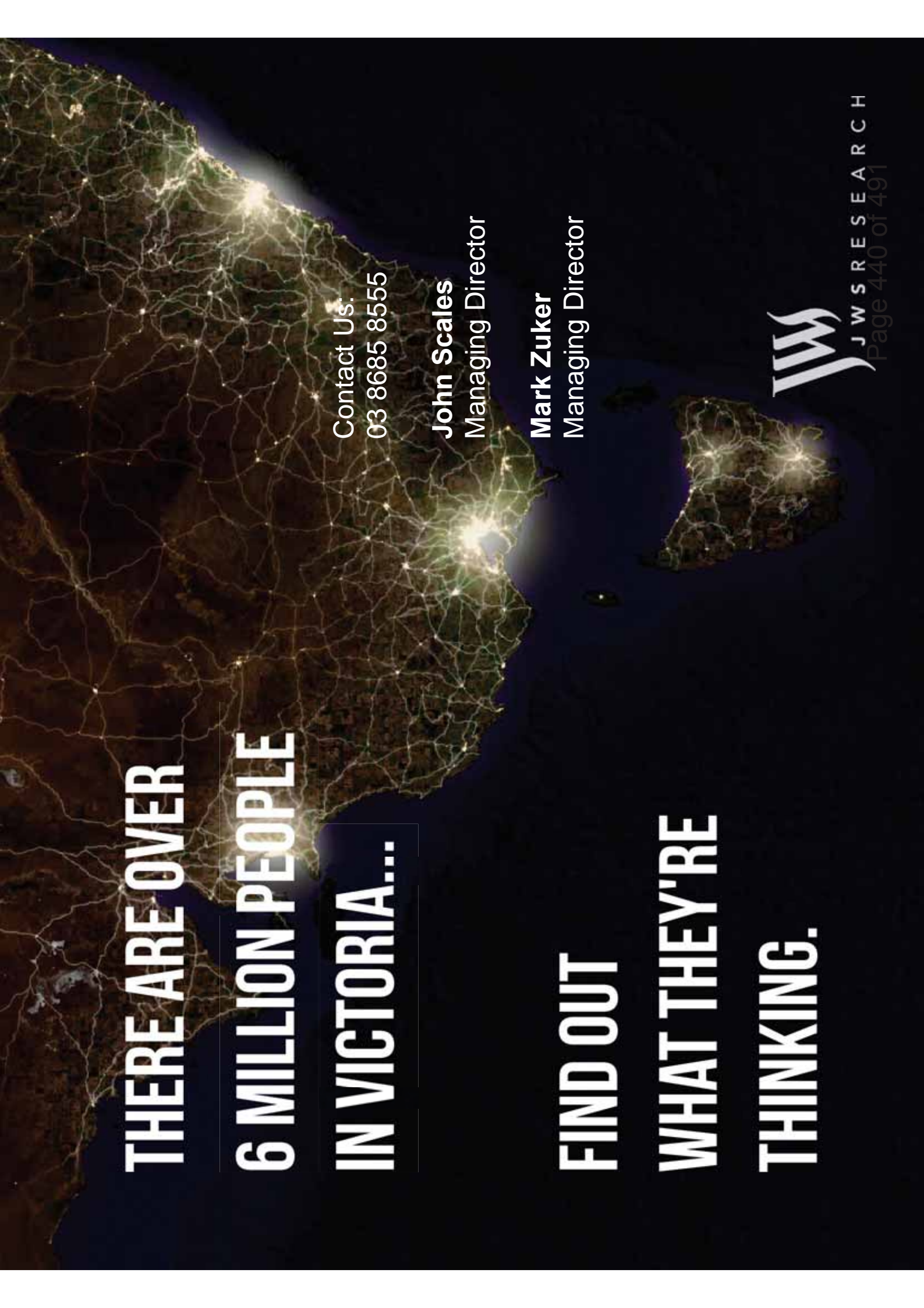
**Sample:** The number of completed interviews, e.g. for a council or within a demographic sub-group.

**Significantly higher / lower:** The result described is significantly higher or lower than the comparison result based on a statistical significance test at the 95% confidence limit. If the result referenced is statistically higher or lower then this will be specifically mentioned, however not all significantly higher or lower results are referenced in summary reporting.

**Statewide average:** The average result for all participating councils in the State.

**Tailored questions:** Individual questions tailored by and only reported to the commissioning council.

**Weighting:** Weighting factors are applied to the sample for each council based on available age and gender proportions from ABS census information to ensure reported results are proportionate to the actual population of the council, rather than the achieved survey sample.



**THERE ARE OVER  
6 MILLION PEOPLE  
IN VICTORIA...**

Contact Us:  
03 8685 8555

**John Scales**  
Managing Director

**Mark Zuker**  
Managing Director

**FIND OUT  
WHAT THEY'RE  
THINKING.**





### 11.3.5 Darley Civic Hub Indoor Sports Stadium Use Agreement – Acrofun Gymnastics Club

#### Introduction

File No.: C18-2014/2015  
Author: Ian Waugh  
General Manager: Danny Colgan

The purpose of this report is to recommend that the Council approve a Lease Agreement with the Acrofun Gymnastics Club for the Darley Civic Hub Indoor Sports Stadium for a period of two years.

The current two-year Licence agreement with the Acrofun Gymnastics Club (Acrofun) expires on the 30 June 2017. Throughout the last two years, Council Officers have been working with Acrofun to identify a suitable alternative facility. However, despite the efforts of both parties a suitable relocation option has not been identified.

At the Ordinary Meeting of Council held on 7 June 2017, Council considered a report recommending that a new two (2) year lease agreement be developed with Acrofun. At the meeting the Council resolved: *“That the current licence agreement continues until such time that the information on the business and governance arrangements requested by Council be supplied and a further report is brought back to the next meeting of Council”*.

Acrofun has provided the additional information requested by the Council and is contained in Attachment 10.3.6 which demonstrates the Club is an incorporated association.

#### Background

Currently Acrofun has an exclusive use agreement with Council for the Darley Civic Hub Indoor Sports Stadium (“Stadium”). Under the terms of this agreement (and with support of Council Officers) Acrofun has been attempting to identify a suitable facility for them to re-locate, which would allow the Darley Civic Hub Stadium to be utilised as a multi-purpose facility for other groups and activities.

Acrofun has approximately 250 active members/participants and report that they are operating at capacity due to a lack of suitably qualified and experienced coaches hindering their ability to further increase membership.

Acrofun provide exercise and gymnastic activities for children through to adults, for both male and female participants. Acrofun contributes significantly to the recreation, health and physical activity opportunities available to the community.

Acrofun is registered as a Tier 1 Not for Profit Incorporated Association (turnover less than \$250,000). They hold an ABN but are not registered for GST. The group has provided copies of their Financial Statements for 2015 and 2016, which verifies that their turn-over is within the ATO Not for Profit thresholds for GST registration and their Incorporated Association status.

## Proposal

It is recommended that Council enter into a new **Lease Agreement** with Acrofun for a period of 2 years to allow Acrofun to carry on its operation as well as continue to look for a more suitable facility. A new lease is appropriate as the group has exclusive use of the facility.

Acrofun provides the community with access to physical activity opportunities, particularly for children. A large proportion of their participants are female.

## Policy Implications

The Council Plan 2017-2021 provides as follows:

**Strategic Objective 4:** Improving Social Outcomes

**Context 4A:** Health & Wellbeing

**Action:** Recreation and Leisure Strategy

The development of the Lease Agreement for a 2-year year period is consistent with the objectives of the Council Plan 2017-2021 and the Recreation & Leisure Strategy 2015-2021.

The Council Plan outlines Councils commitment to promoting community health and wellbeing through the provision of recreation facilities, open space, programs and activities. In regards to Council's community, leisure and recreation facilities Council is committed to ensuring that facilities are accessible for its residents with a focus on maximising the use of facilities to ensure residents have access to a broad range of recreation opportunities.

## Financial Implications

Under the current Licence Agreement, Acrofun have paid the following fees per year:

Year	Cost per Hour	Annual Fee	Utilities Contribution
Year 1: 2015/16	\$2.75	\$10,010	\$3,000
Year 2: 2016/17	\$3.50	\$12,740	\$3,000 + CPI

Should Council agree to a new Lease Agreement with Acrofun, it is recommended that the current subsidised use fee be reviewed and amended to reflect the exclusive nature of Acrofun use and potential loss of revenue and use by other groups.

As noted above the group offers valuable exercise and physical activity benefits for the community and should be charged similarly to other club based activities such as football, soccer, cricket etc. who utilise Councils outdoor recreation facilities  
The following table contains a recommended fee structure for the new 2-year Lease period.

Year	Cost per Hour	Annual Fee	Utilities Contribution
Year 1: 2017/18	\$5.35	\$15,000	\$3,000
Year 2: 2018/19	\$6.45	\$18,060	\$3,000 + CPI

Acrofun has provided the financial and governance information requested by Council that confirms their status as a not for profit entity.

### **Risk & Occupational Health & Safety Issues**

Risk Identifier	Detail of Risk	Risk Rating	Control/s
OH&S	Agreement required to outline conditions of usage set out in the agreement	Medium	Implement a Facility Hire Agreement to ensure roles and responsibilities of user and Council are agreed.

### **Communications and Consultation Strategy**

Council's decision to enter into a new lease agreement with Acrofun will be communicated directly with relevant stakeholders.

### **Victorian Charter of Human Rights and Responsibilities Act 2006**

In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.

### **Officer's Declaration of Conflict of Interests**

Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

#### *General Manager – Danny Colgan*

In providing this advice to Council as the General Manager, I have no interests to disclose in this report.

#### *Author – Ian Waugh*

In providing this advice to Council as the Author, I have no interests to disclose in this report.

## Conclusion

Currently Acrofun Bacchus Marsh are the sole user of the Darley Civic Hub Indoor Sports Stadium. This is due to the nature of the gymnastics equipment requiring permanent set up in the facility preventing realistic options to implement shared use of the facility.

The group currently has approximately 250 participants and provides valuable physical activity opportunities to the community, particularly children.

In the longer term, it is desirable for the Darley Civic Hub Stadium to be utilised as a multi-purpose facility, however suitable alternatives are not currently available for Acrofun to relocate. Therefore, it is considered appropriate for Council to enter into a new 2-year lease agreement with Acrofun and continue to support their efforts to relocate during the 2-year period.

## Recommendation:

### That the Council:

1. **Enter into a new Lease Agreement with the Acrofun Gymnastics Club for the Darley Civic Hub Indoor Sports Stadium for a period of two years commencing 1 July 2017.**
2. **Endorse the following fee structure for the term of the agreement:**

Year	Cost per Hour	Annual Fee	Utilities Contribution
Year 1: 2017/18	\$5.35	\$15,000	\$3,000
Year 2: 2018/19	\$6.45	\$18,060	\$3,000 + CPI

3. **Advise Acrofun that they should continue to identify relocation options during the term of the lease agreement as it is Councils intention to return the facility to multi-use at the conclusion of the 2 year period.**

---

## Report Authorisation

Authorised by:



**Name:** Danny Colgan  
**Title:** General Manager, Social & Organisational Development  
**Date:** Thursday 15 June 2017

# Attachment - Item 11.3.5



## Australian Business Register



Australian business number(ABN) : 63 352 233 068  
Entity name : ACROFUN BACCHUS MARSH  
ABN Status : Registered  
ABN Registration Date : 20 July 2014  
Postal Address : [REDACTED]  
  
Business Address : 182 HALLETTS WAY  
DARLEY VIC 3340  
  
Email Address : [REDACTED]  
Type of Entity : Incorporated Entity  
Industry Code (ANZSIC) : 45301  
Trustee Name : not applicable  
(See reverse for additional trustee names.)  
GST Status : Registered  
GST Registration Date : 20 July 2014

PO BOX 9990  
Chermside QLD 4032

1.047  
08



Australian Government  
Australian Taxation Office



ACROFON BACCHUS MARSH

Date of Issue  
24 JUL 14

### TAX FILE NUMBER ADVICE

Your tax file number (TFN) is:

**388 557 487**

Keep this notice in a safe place for further reference.

This TFN has been issued either in response to your recent application/enquiry, or at the discretion of the Commissioner of Taxation.

Under the law the Commissioner may issue a TFN as necessary, even if you did not apply for one. This only occurs after we have conducted a comprehensive search of our records and were unable to establish that any TFN belonged to you.

While our TFN searches are comprehensive, we appreciate that you may already have a TFN. If you do already have a TFN please call us on 13 28 66 between 8am and 6pm Monday to Friday so that we may amend our records.

Yours sincerely

Robert Ravello  
Deputy Commissioner of Taxation



PETA SIMMONS  
17 LEONARD DRIVE  
DARLEY VIC 3340

23 Exhibition St  
1851 Box 4147 Melbourne VIC 3001  
Website: www.vic.gov.au  
Telephone: (03) 9344 4300  
Email: vic.registration@vic.gov.au  
1851 Exhibition St  
Melbourne  
VIC 3001  
THE ASSOCIATIONS INCORPORATION REFORM ACT 2012  
Requires an association to:  
(1) Notify the chief within 14 days of any change of the  
Secretary OR any change of the Secretary's address.  
(2) Lodge a statement of annual general meeting each year.  
This statement and the prescribed fee must be lodged  
within one month from the date the annual general  
meeting is held.

MAILING SLIP ONLY - CUT HERE



ASSOCIATIONS INCORPORATION REFORM ACT 2012  
Section 8

No. A0001498Y

V  
I  
C  
T  
O  
R  
I  
A

CERTIFICATE  
OF INCORPORATION

This is to certify that  
ACROFUN BACCHUS MARSH INC.

is on and from the 24 July 2014  
incorporated under the Associations Incorporation Reform Act 2012

Given under my hand at MELBOURNE, this 24th day of July 2014

*Clairie Nooney*

Registrar of Incorporated Associations



ASIC

Australian Securities & Investments Commission

# Record of Registration for Business Name

Business name information for:

## Acrofun Bacchus Marsh

This Record of Registration contains information recorded on the Australian Securities and Investments Commission's (ASIC) register under section 33(8) of the Business Names Registration Act 2011.

**Date:** 22 July 2014

**Next renewal date:** 22 July 2015

Record of registration issued by the Australian Securities and Investments Commission on 22 July 2014

Rosanne Bell  
Senior Executive Leader  
Registry Services and Licensing

RECORD OF REGISTRATION



ASIC

Australian Securities & Investments Commission

## Summary of business name details

---

**Business name:** Acrofun Bacchus Marsh

**Registration date:** 22 July 2014

**Status:** Registered

**Period of registration:** 1 Year

**Next renewal date:** 22 July 2015

## Business name holder details

---

**Business name holder:** Acrofun Bacchus Marsh

**Holder type:** Incorporated Body

**ABN:** 63352233068

**Organisational representative:** Bree Mori

**Residential address:** 6 Lukes Link Darley VIC 3340 Australia

**Email address:** britahl@bigpond.com

## Addresses

---

### Address for service of documents

6 Lukes Link

Darley VIC 3340

Australia

### Principal place of business

182 Halletts Way

Darley VIC 3340

Australia

### Email

britahl@bigpond.com

RECORD OF REGISTRATION



**ASIC**

Australian Securities & Investments Commission

RECORD OF REGISTRATION

---

**Disclaimer**

While every effort has been made to ensure the reliability and accuracy of the information in this record, ASIC does not guarantee or warrant the accuracy or authenticity of the information. ASIC will not be liable for any damage or loss arising from any incorrect or incomplete information provided.



Extracted from ASIC's database at AEST 09:53:23 on 15/06/2017

**Association Summary**

Name: ACROFUN BACCHUS MARSH INC.

ABN:

Registration Number: A0061498Y

Registered State: Victoria

Registration Date: 24/07/2014

Status: Registered

Type: Associations

Regulator: Consumer Affairs Victoria

### 11.3.6 Bacchus Marsh Leisure Centre Gym & Fitness Services

File No.: 17/02/002  
Author: Ian Waugh  
General Manager: Danny Colgan

The purpose of this report is to seek clarification of the Council resolution of the 7 June 2017 in relation to operation of the health and fitness programs at the Bacchus Marsh Leisure Centre; confirm the levels of service; operating costs; and to provide a status report on the timeframes for the establishment of the services.

#### Background

At the Ordinary meeting of the Council held on the 1 February 2017, the Council resolved to: lease the Gym to an external provider of Gym and/or fitness services. If an external operator cannot be found Council will, after formal consultation with the community, provide a further report to Council on other options for this space.

At the Ordinary meeting of the Council held on the 7 June 2017, a further report was provided to the Council. The Council resolved to directly operate the health and fitness programs at the Bacchus Marsh Leisure Centre within the following parameters:

1. The current gym and health club space at the Bacchus Marsh Leisure Centre be utilised to operate a limited gym and as a base for Group Fitness including Les Mills programs.
2. Programs will operate utilising a mix of Centre Staff, paid sessional instructors and community agency volunteers (e.g. Disability, Aged Services, and Sports Associations).
3. Council will continue the current opening hours for the Gymnasium and will offer a minimum of ten group fitness classes and five OAD classes with a timetable that is developed in consultation with participants.
4. Council will offer memberships at the status quo, at no additional charge per class.
5. That Group Fitness develops a committee that can report to council on a regular basis in order to address any issues that may arise.
6. An additional \$11,000 be allocated in the 2017/2018 operating budget towards the costs of operating the gym and fitness programs for an initial period of 12 months.
7. A further report on the operation of the health and fitness programs be presented to the Council within three months.

Financial modelling of the operation of the gym and fitness program was sought following the 7 June Council meeting.

The modelling is based on 92 hours of operation as per the current Centre operating hours as follows:

- Monday 6am – 9pm
- Tuesday 6am – 9pm
- Wednesday 6am – 9pm
- Thursday 6am – 9pm
- Friday 6am – 8:30pm
- Saturday 8am – 5pm
- Sunday 8am – 5pm



The gym is operational during the 92 hours outlined above.

### Proposal

Implementation of the resolution of the Council at its meeting on the 7 June, is forecast to involve an additional net cost of up to \$218,327 for the gym and fitness programs. The net cost for the Health and Fitness Programs is currently not budgeted for in the draft 2017/2018 Council budget.

In accordance with the resolution of the 7 June 2017, Council officers have commenced the implementation of the resolution. Work is proceeding on the establishment of Council operated health and fitness services at the Bacchus Marsh Leisure Centre.

Given the very limited timeframe for the implementation of the resolution of Council, full services are not available at present at the Bacchus Marsh Leisure Centre. As of 1 July, Officers were able to ensure that the basketball and netball competitions continued without interruption. Other users such as the Church group who meet on Sundays are unaffected.

The gym and fitness services are currently not operational but are expected to resume as of the 1 August 2017. There is a break in service, as we are currently not geared up to deliver an operational Gym and fitness program.

Within the time available, Officer have undertaken the following:

- Financial modelling on the full operation of the gym and group fitness programs;
- Obtained lease costs and purchased the existing gym and fitness equipment from Belgravia Leisure at a cost of \$15,328. The purchase decision based purely on cost and operational expediency. It is understood that the quality of the existing equipment has been a significant contributor to the loss of membership at the Centre;
- Investigated a suitable point of sale system and direct debit facilities;
- Advertised for casual staff to allow for stadium operation;
- Prepared a draft roster;
- Arranged connections of services and utilities, e.g. Electricity, phone, internet; and
- Written to all existing members with a survey regarding their membership intentions and preferred payment methods if they wish to continue.

Staff are also progressing work on the operational requirements such as:

- staff and instructor recruitment (currently we do not have staff on hand);
- membership systems (forms, membership cards etc);
- point of sale systems and cash handling; and
- direct debit and payment processes.

Given the financial implications of the full Gym and Fitness Program service, for the consideration of the Council, Officers have prepared three other Limited Gym Options for operation of the gym and fitness program that incorporates reduced centre opening hours, an alternate model for Personal Training, reduced gym times (Monday–Friday. Closed Weekends) and less administration/reception staff.

It should be noted that the financial impacts of the reduced model are difficult to confirm, as it is not known what impact the proposed reduced hours will ultimately have on membership take up. Hence the revenue forecast in the model is speculative.

The key components of the limited gym options involve the Gym and Fitness program opening hours being Monday - Friday 8am - 4pm and retention of the existing equipment. The gym can operate for 40 hours per week and 16 sessions of group fitness delivered as required.

The reduced operating options along with the full service are set out in the financials section below:

**Full option:**

This option is forecast to involve 140 full and 60 senior members and is based on 92 hours of operation, leasing quality gym equipment and providing good levels of supervision and customer service at an additional net cost of \$218,327 for the gym and fitness programs.

**Option 3.**

This option is forecast to involve 50 full and 60 senior members and reduced operating costs and hours at a net cost of \$124,402 for the gym and fitness programs.

**Option 2.**

This option is forecast to involve 100 full and 60 senior members and reduced operating costs and hours at a net cost of \$94,402 for the gym and fitness programs.

**Option 1.**

This option is forecast to involve 150 full and 60 senior members and reduced operating costs and hours at a net cost of \$64,402 for the gym and fitness programs. Officers will of course pursue opportunities to grow the business and seek efficiencies and cost reductions to further refine the service delivery and cost options.

**Policy Implications**

The 2013 - 2017 Council Plan provides as follows:

<b>Key Result Area</b>	Community Well Being
<b>Objective</b>	Increase and encourage participation in a range of sport, recreation and leisure activities
<b>Strategy</b>	Promote community health and well-being through the provision of recreation facilities, open space, programs and activities

**Financial Implications****Comparison of Full and Reduced Models**

	<b>Full Option</b>	<b>Option 3</b>	<b>Option 2</b>	<b>Option 1</b>
<b>INCOME</b>	\$			
Gym membership	85,680	30,000	60,000	90,000
Senior gym memberst	28,800	28,800	28,800	28,800
Gym casual	823	500	500	500
Senior Gym Casual	1,040	1,040	1,040	1,040
Group Fitness				
Casual	5,980	2,000	2,000	2,000
Personal Training	7,800	10,000	10,000	10,000
<b>Total Income</b>	<b>130,123</b>	<b>72,340</b>	<b>102,340</b>	<b>132,340</b>
<b>EXPENDITURE</b>				
Wages Expenditure				
Gym Instructor F/T	60,742	60,742	60,742	60,742
Gym Instructor				
Casual	91,453			
Group Fitness				
Instructors	41,600	41,600	41,600	41,600
Personal Trainer	4,193			
Admin/Kiosk	64,562	35,000	35,000	35,000
<b>Total Wages</b>	<b>262,550</b>	<b>137,342</b>	<b>137,342</b>	<b>137,342</b>
Estimated Operating Expenditure				
Cleaning	20,280	20,280	20,280	20,280
Consumables	3,000	3,000	3,000	3,000
Equipment	40,000	15,500	15,500	15,500
Foxtel	620	620	620	620
Marketing	5,000	3,000	3,000	3,000
Maintenance	3,000	3,000	3,000	3,000
Licence Fees	14,000	14,000	14,000	14,000
<b>TOTAL OPERATING EXPENSES</b>	<b>85,900</b>	<b>59,400</b>	<b>59,400</b>	<b>59,400</b>
<b>TOTAL EXPENSES</b>	<b>348,450</b>	<b>196,742</b>	<b>196,742</b>	<b>196,742</b>
<b>INCOME</b>	130,123	72,340	102,340	132,340
<b>EXPENSES</b>	348,450	196,742	196,742	196,742
<b>NET (INCOME) / DEFICIT</b>	<b>-218,327</b>	<b>--124,402</b>	<b>-94,402</b>	<b>-64,402</b>

### Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Safety	Risk of injury and security concerns if the centre is not staffed appropriately	Possible	Employment of appropriate skilled, experienced and qualified staff covering the hours of operation of the centre
Political & Reputational	Health Club members and general users may disagree with the outcomes of the service review	Possible	Ensure reasons for the review and outcomes are clearly and directly communicated with all affected individuals
Financial	Forecast revenues and expenditures may vary due to reduction in demand	Possible	Detailed budgets to be developed and financial performance monitored closely

### Communications Strategy

Various stakeholders have already been consulted and involved in discussions regarding the operation of the health and fitness programs at the centre.

Once a final decision is made further information and promotion will be undertaken to advise and inform the community of the final operating model.

### Victorian Charter of Human Rights and Responsibilities Act 2006

In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.

### Officer's Declaration of Conflict of Interests

Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

*General Manager – Danny Colgan*

In providing this advice to Council as the General Manager, I have no interests to disclose in this report.

*Author – Ian Waugh*

In providing this advice to Council as the Author, I have no interests to disclose in this report.

**Recommendation:**

That further to the resolution of 7 June 2017 the Council directly operate the Gym and fitness programs at the Bacchus Marsh Leisure Centre within the following parameters:

1. The current gym and health club space at the Bacchus Marsh Leisure Centre be utilised to operate a limited gym and as a base for Group Fitness including Les Mills programs commencing 1 August 2017.
2. Programs will operate utilising a mix of Centre Staff, paid sessional instructors and community agency volunteers (e.g. Disability, Aged Services, and Sports Associations).
3. The Gym and Fitness program operate Monday-Friday 8am-4pm with retention of the existing equipment. The gym operate for 40 hours per week and 16 sessions of group fitness offered per week. The group fitness timetable be further developed in consultation with participants.
4. Council will offer memberships at the status quo, at no additional charge per class.
5. That Group Fitness develops a committee that can report to council on a regular basis in order to address any issues that may arise.
6. A further of allocation of \$94,402 be made in the 2017/2018 budget to cover the net cost of the operation of the Gym and fitness programs.
7. A further report on the operation of the health and fitness programs be presented to the Ordinary Meeting of Council on the 1 November 2017.

---

**Report Authorisation**

Authorised by: 

**Name:** Danny Colgan  
**Title:** General Manager Social & Organisational Development  
**Date:** Thursday 29 June 2017

## 11.4 INFRASTRUCTURE SERVICES

### 11.4.1 Draft Asset Management Policy

#### Introduction

Author: John Miller  
General Manager: Phil Jeffrey

At the Ordinary Meeting of Council on Wednesday 7 June 2017, Council considered the draft Asset Management Policy and the following was resolved:

*Crs. Sullivan/Keogh*

*That, in accordance with Moorabool Shire Council Policy Protocol, Consideration of Items which affect beyond the Current Year, the Asset Management Policy (IS010/Version 2)) as attached, now lay on the table for further consideration at the next Ordinary Meeting of Council.*

**CARRIED**

#### Background

Moorabool Shire Council manages over \$499M of physical infrastructure. This includes roads, bridges, footpaths, drainage structures, parks and reserves and buildings. These assets exist to deliver Council services.

The objective of the Asset Management Policy is to ensure that Asset Management is clearly recognised by Council and the community, ensuring sustainable management of Council's assets for present and future generations. It establishes a framework to ensure a structured, coordinated, cost effective, equitable and financially sustainable approach to asset management across the whole organisation.

The policy is compliant with Local Government Act 1989 (Vic) and has 100% compliance with the National Asset Management Assessment Framework (NAMAF) and has been independently audited.

The Draft Asset Management Policy was presented to the Place Making Advisory Committee on Wednesday 17 May 2017, where the following was resolved:

*That the Place Making Advisory Committee:*

- 1. Received the Asset Management Policy; and*
- 2. Requests that the report be presented to the June Ordinary Meeting of Council endorsing the following recommendation:*

That, in accordance with Moorabool Shire Council Policy Protocol, *Consideration of Items which affect beyond the Current Year*, the Asset Management Policy (IS010/Version 2) as attached, now lay on the table for further consideration at the next Ordinary Meeting of Council.

### Proposal

The Asset Management Policy is a high-level document setting out an organisations approach to Asset Management, including the principles that will be followed in establishing Asset Management objectives. It provides Asset Managers with an understanding of the management expectations with respect to the Asset Management outcomes and provides direction for the development of Asset Management strategies. Please see the diagram below showing the hierarchy of Asset Management documents:



### Policy Implications

The Council Plan 2017-2021 provides as follows:

**Strategic Objective 1:** Providing Good Governance and Leadership

**Context 1A:** Our Assets and Infrastructure

**Action:** Review Asset Management Plans

The proposal is consistent with the Council Plan 2017-2021.

### Financial Implications

There are no financial implications associated with the adoption of this policy.

### Risk & Occupational Health & Safety Issues

There are no risk or occupational health and safety implications associated with the adoption of this policy.

### Communications and Consultation Strategy

The Asset Management Policy will be made available to relevant staff and the public via Council's web site.

## **Victorian Charter of Human Rights and Responsibilities Act 2006**

In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.

### **Officer's Declaration of Conflict of Interests**

Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

*General Manager – John Miller*

In providing this advice to Council as the General Manager, I have no interests to disclose in this report.

*Author – Phil Jeffrey*

In providing this advice to Council as the Author, I have no interests to disclose in this report.

### **Conclusion**

Officers have reviewed and updated Council's existing Asset Management Policy to ensure that it is current and meets the relevant standards and guidelines. The Policy has been audited to ensure its compliance with the National Asset Management Assessment Framework.


### **Recommendation:**

**That Council adopts the Asset Management Policy (IS010/Version 2).**

---

### **Report Authorisation**

#### **Authorised by:**

**Name:** Phil Jeffrey   
**Title:** General Manager Infrastructure  
**Date:** Thursday 15 June 2017



# Attachment - Item 11.4.1



<b>Policy No.:</b>	IS010	<b><i>IS010 – Asset Management Policy 2017-2021</i></b>
<b>Review Date:</b>	May 2021	
<b>Revision No.:</b>	2	
<b>Adopted by:</b>	Moorabool Shire Council	
<b>Responsible Officer:</b>	General Manager Infrastructure	

## 1. Purpose

To provide a consistent Asset Management approach with clear principles and guidelines, to protect and manage Council's Assets for present and future generations, which will establish a framework to ensure a structured, coordinated, cost effective and financially sustainable approach to asset management across the whole organization.

## 2. Scope

This policy relates to all infrastructure assets owned and managed by Council such as roads, footpaths, signs, lighting, kerbs, traffic management devices, drainage, bridges, buildings, structures, street and park furniture, active open space, passive open space, playgrounds, fencing and irrigation. It will also provide high-level guidance to Council and its Officers in order to develop and implement the Asset Management Strategy and Asset Management Plans.

## 3. Policy Statement

To ensure that infrastructure assets support services that are appropriate, accessible, responsive, timely and sustainable to the community, in accordance with responsible asset management that will preserve the life of the asset and ensure that the community is receiving the best value for money.

### 3.1 Policy Principles

Council is committed to the following key principles:

- Application of the 'Renew before New' philosophy for asset related programs
- Long Term Financial planning will be guided by asset renewal demand
- Identified asset renewal funding will be considered as non-discretionary and new projects as discretionary
- Asset planning and management has a direct link with Council's corporate and business plans (including the Council Plan and Long Term Financial Plan), budgets and reporting processes
- Service delivery guides asset management practices and decisions
- Asset management decisions based on the benefits and risks of assets and an evaluation of alternative options that take into account full life

cycle costs and impacts of these costs on the ability to fund future maintenance and rehabilitation

- Grant funded new or upgrade projects are to be reviewed for full life cycle ('whole of life') costs as part of this project consideration process
- Asset Management Plans will communicate information about assets and the actions required to provide defined levels of service within a best value for money framework
- Asset management plans are to be informed by community consultation and integrate with local government financial reporting frameworks
- Councillors and staff, with asset and financial management responsibilities, will be appropriately trained in relevant asset and financial management principles, practices and processes.
- Financial and asset management reporting must be categorised in terms of Operational, Maintenance, Renewal, Upgrade, Expansion and New expenditure classifications to enable sound asset management decisions

### 3.2 Policy Objectives

Council will:

- Identify core asset and financial management functions
- Identify gaps between asset management capability and needs
- Develop and implement a program to raise Council's awareness and understanding of the importance of asset and sustainable financial management principles and practices and Moorabool's progress in implementing its adopted strategy and associated asset management improvement action plan.
- Use Asset Management to ensure that assets support Council's delivery of service
- Adopt and maintain an Asset Management Strategy
- Adopt and maintain Asset Management Plans
- Facilitate long-term integrated decision making by the Council and participative decision making by the community and subsequent accountability to the community about the asset management activities of the Council
- Give priority to funding the renewal of existing assets before creating new or upgraded assets via an agreed capital works evaluation framework.
- Incorporate capital renewal demands from the adopted Asset Management Plans into the long term financial planning process
- Implement asset reporting categorised in terms of operational, maintenance and capital works. The capital works to be further split into sub-categories as required in the financial reporting regulations
- Ensure whole of life costs of assets will be accounted for in the Asset Management Plans and the Long Term Financial Plan

### 3.3 Responsibility/Accountability

To implement this policy the following key roles and responsibilities are identified:

### Council

- Act as stewards for Council's assets
- Adopt Asset Management Policy
- Adopt Council's Asset Management Strategy and Asset Management Plans and monitor the outcomes
- Adopt sustainable levels of service, budgets, risk and cost standards
- Ensure adequate resources for Asset Management activities are made available and considered in Council's Long Term Financial Plan
- Promote and raise awareness of asset management in the community

### Chief Executive Officer and General Managers

- Support and promote the principles of the Asset Management Policy to Council;
- Implement the Asset Management Strategy with adequate resources;
- Monitor and review performance of Council staff in achieving the Asset Management Strategy;
- Ensure that accurate and reliable information is presented to Council for decision-making;
- Recommend to Council appropriate levels of service, budgets, risk and cost standards;
- Report on a regular basis, the status of the implementation of the Asset Management Strategy to meet the requirements of the National Asset Management Assessment Framework (NAMAF).

### Asset Management Team

- Develop and implement Asset Management Plans for individual asset groups, using the principles of lifecycle analysis
- Liaise with Finance in the development of the Long Term Financial Plan
- Assist in the development of the Capital Works program
- Assist in the management of asset information and report on it under Council's statutory requirements
- Identify, recognise, and record electronically, the existence of all Council and community owned assets using the standardised asset attributes
- Regularly determine the operational condition of all assets
- Audit and maintain asset information to ensure statutory requirements are met
- Assist in the determination of the value of assets to verify their remaining useful life and to report on the financial and risk implications under the accounting standards of the day.

### Asset Managers

- Assist to develop and implement Asset Management Plans for individual asset groups, using the principles of lifecycle analysis
- Assist to develop and implement improvement plans (such as maintenance programs, capital works programs) in accordance with Asset Management Strategy and Asset Management Plan
- Undertake a 'Whole of Life Costings for all Capital Projects'
- Assist to manage the maintenance and renewal of assets under their control to ensure continuous, timely, efficient and effective service

delivery to an agreed community standard as determined by the Service Manager

- Assist Service Managers in determining lifecycle risks and costs
- Undertake Asset Management in accordance with industry best practice
- Liaise with the Service Managers and recommend asset expenditure programs and budgets.

### Service Managers

- Consult with the community in the development of service delivery needs
- Develop, review and deliver levels of service, to agreed risk and cost standards
- Manage the service delivery of assets under their control to ensure continuous, timely, efficient and effective service delivery to an agreed community standard
- Liaise with the Asset Managers.

### Maintenance Service Providers

- Carry out inspections as per service level agreements
- Undertake maintenance works as per service level agreements
- Represent Council when carrying out these works
- Proactively identify and advise asset managers of asset condition issues

#### 4. Related Legislation/policies/Guidelines

- Local Government Act 1989;
- Road Management Act 2004;
- Council Plan 2017-2021;
- International Infrastructure Management Manual. 2015 Edition;
- Australian Infrastructure Financial Management Manual - 2015 Edition;
- National Asset Management Assessment Framework (NAMAF);
- Applicable Australian Accounting Standards

#### 5. Council Plan Reference – Key Performance Area

<b>Key Result Area</b>	Enhanced Infrastructure and Natural and Built Environment.
<b>Objective</b>	Management of assets and infrastructure.
<b>Strategy</b>	Develop Asset Management Plans for all asset classes.

#### 6. Review

This policy will be reviewed in May 2021, or sooner if there is a requirement due to changes to related policies, procedures or legislation.

#### 7. Attachments

Nil

## 12. OTHER REPORTS

### 12.1 Assembly of Councillors

File No.: 02/01/002

Section 76(AA) of the Local Government Act 1989 defines the following to be Assemblies of Councillors; an advisory committee of the Council that includes at least one Councillor; a planned or scheduled meeting of at least half the Councillors and one member of council staff which considers matters that are intended or likely to be:

- the subject of a decision of the Council; or
- subject to the exercise of a Council function, power or duty by a person or committee acting under Council delegation.

It should be noted, an assembly of Councillors does not include an Ordinary Council meeting, a special committee of the Council, meetings of the Council's audit committee, a club, association, peak body or political party.

Council must ensure that the written record of an assembly of Councillors is, as soon as practicable –

- a) reported to the next ordinary meeting of the Council; and
- b) incorporated in the minutes of that council meeting. (s. 80A(2))

Council also records each Assembly of Councillors on its website at [www.moorabool.vic.gov.au](http://www.moorabool.vic.gov.au)

A record of Assemblies of Councillors since the last Ordinary Meeting of Council is provided below for consideration:

- Assembly of Councillors – Wednesday 7 June 2017 – Peri Urban Update to Councillors
- Assembly of Councillors – Wednesday 7 June 2017 – Instrument of Delegation from Council to Members of Council Staff.
- Assembly of Councillors – Wednesday 28 June 2017 – Draft 2017/18 Budget
- Assembly of Councillors – Wednesday 28 June 2017 – Central Highlands Regional Partnerships Briefing.

#### **Recommendation:**

**That Council receives the record of Assemblies of Councillors as follows:**

- **Assembly of Councillors – Wednesday 7 June 2017 – Peri Urban Update to Councillors**
- **Assembly of Councillors – Wednesday 7 June 2017 – Instrument of Delegation from Council to Members of Council Staff**
- **Assembly of Councillors – Wednesday 28 June 2017 – Draft 2017/18 Budget**
- **Assembly of Councillors – Wednesday 28 June 2017 – Central Highlands Regional Partnerships Briefing.**

# Attachment - Item 12.1

# Assembly of Councillors

Date:	7 June, 2017
Venue:	Bungaree Recreation Centre, Bungaree
Councillors:	Cr. Edwards (Mayor) Cr. Bingham Cr. Dudzik Cr. Keogh Cr. Sullivan
Officers:	Rob Croxford; Danny Colgan; Satwinder Sandhu; Phil Jeffrey
Apologies:	Cr. Tatchell; Cr. Toohey

---

**1. Meeting opened at: 4.42pm**

**2. Disclosure of Conflict of Interests – Nil**

Under the Local Government Act (1989), the classification of the type of interest giving rise to a conflict is; a direct interest; or an indirect interest. The type of indirect interest specified under Section 78, 78A, 78B, 78C or 78D of the Local Government Act 1989 (amended) set out the requirements of a Councillor or member of a Special Committee to disclose any interest (pecuniary or non-pecuniary) or conflicts of interest that the Councillor or member of a Special Committee may have in a matter being or likely to be considered at a meeting of the Council or Committee.

**3. Item Notes:**

Peri Urban Update to Councillors

**Assembly closed at: 5.12pm**

Signed:



**Rob Croxford**  
Chief Executive Officer

Date: 07.06.2017



# Assembly of Councillors

Date:	7 June, 2017
Venue:	Bungaree Recreation Centre, Bungaree
Councillors:	Cr. Edwards (Mayor) Cr. Bingham Cr. Dudzik Cr. Keogh Cr. Sullivan
Officers:	Rob Croxford; Danny Colgan; Satwinder Sandhu; Phil Jeffrey
Apologies:	Cr. Tatchell; Cr. Toohey

---

1. **Meeting opened at: 3.24pm**

2. **Disclosure of Conflict of Interests – Nil**

Under the Local Government Act (1989), the classification of the type of interest giving rise to a conflict is; a direct interest; or an indirect interest. The type of indirect interest specified under Section 78, 78A, 78B, 78C or 78D of the Local Government Act 1989 (amended) set out the requirements of a Councillor or member of a Special Committee to disclose any interest (pecuniary or non-pecuniary) or conflicts of interest that the Councillor or member of a Special Committee may have in a matter being or likely to be considered at a meeting of the Council or Committee.

3. **Item Notes:**

**Instrument of Delegation from Council to Members of Council Staff**

**Assembly closed at: 4.40pm**

Signed:



**Rob Croxford**  
Chief Executive Officer

Date: 07.06.2017

# Assembly of Councillors

Date:	28 June, 2017
Venue:	James Young Room, Lerderderg Library, Bacchus Marsh
Councillors:	Cr. Edwards (Mayor) Cr. Bingham Cr. Dudzik Cr. Keogh Cr. Sullivan (left) Cr. Tatchell
Officers:	Rob Croxford; Danny Colgan; Satwinder Sandhu; Phil Jeffrey
Apologies:	Cr. Toohey

---

1. **Meeting opened at: 5.45pm**

2. **Disclosure of Conflict of Interests – Nil**

Under the Local Government Act (1989), the classification of the type of interest giving rise to a conflict is; a direct interest; or an indirect interest. The type of indirect interest specified under Section 78, 78A, 78B, 78C or 78D of the Local Government Act 1989 (amended) set out the requirements of a Councillor or member of a Special Committee to disclose any interest (pecuniary or non-pecuniary) or conflicts of interest that the Councillor or member of a Special Committee may have in a matter being or likely to be considered at a meeting of the Council or Committee.

3. **Item Notes:**

Draft 2017/18 Budget

**Assembly closed at: 7.36pm**

Signed:



**Rob Croxford**  
Chief Executive Officer

Date: 28.06.2017

# Assembly of Councillors

Date:	28 June, 2017
Venue:	James Young Room, Lerderderg Library, Bacchus Marsh
Councillors:	Cr. Edwards (Mayor) Cr. Bingham Cr. Dudzik Cr. Keogh Cr. Sullivan (4.39pm) Cr. Tatchell (5.04pm)
Officers:	Rob Croxford; Danny Colgan; Satwinder Sandhu
Apologies:	Cr. Toohey

---

**1. Meeting opened at: 4.37pm**

**2. Disclosure of Conflict of Interests – Nil**

Under the Local Government Act (1989), the classification of the type of interest giving rise to a conflict is; a direct interest; or an indirect interest. The type of indirect interest specified under Section 78, 78A, 78B, 78C or 78D of the Local Government Act 1989 (amended) set out the requirements of a Councillor or member of a Special Committee to disclose any interest (pecuniary or non-pecuniary) or conflicts of interest that the Councillor or member of a Special Committee may have in a matter being or likely to be considered at a meeting of the Council or Committee.

**3. Item Notes:**

<b>Central Highlands Regional Partnerships Briefing</b>
---

**Assembly closed at: 5.40pm**

Signed:



**Rob Croxford**  
Chief Executive Officer

Date: 28.06.2017

**13. NOTICES OF MOTION**

**No notices of motion have been received for consideration as part of this Agenda.**

**14. MAYOR'S REPORT**

**To be presented at the meeting by the Mayor.**

**Recommendation:**

**That the Mayor's report be received.**

**15. COUNCILLORS' REPORTS**

**To be presented at the meeting by Councillors.**

**Recommendation:**

**That the Councillors' reports be received.**

**16. URGENT BUSINESS**

**17. CLOSED SESSION OF THE MEETING TO THE PUBLIC****17.1 Confidential Report****17.2 Confidential Report****Recommendation:**

That pursuant to the provisions of the Local Government Act 1989, the meeting now be closed to members of the public to enable the meeting to discuss matters, which the Council may, pursuant to the provisions of Section 89(2) of the Local Government Act 1989 (the Act) resolve to be considered in Closed Session, being a matter contemplated by Section 89(2) of the Act, as follows:

- (a) personnel matters;
- (b) the personal hardship of any resident or ratepayer;
- (c) industrial matters;
- (d) contractual matters;
- (e) proposed developments;
- (f) legal advice;
- (g) matters affecting the security of Council property;
- (h) any other matter which the Council or special committee considers would prejudice the Council or any person;
- (i) a resolution to close the meeting to members of the public



**Item 17.1 and Item 17.2 are  
confidential items  
and therefore not included  
as part of this public Agenda.**

**18. MEETING CLOSURE**